



**GOVERNMENT OF RAJASTHAN**

**Bid Document**

**For**

**Establishment of Modern Record Rooms at  
“278 Tehsils Hqt. (Fully) and 36 tehsils Hqt  
(Partially) across the State of Rajasthan”**

**Office of the Registrar, Board of Revenue for Rajasthan, Ajmer**

**e-mail: [bor-rj@nic.in](mailto:bor-rj@nic.in)**

**Bid Document for**

**278 tehsils Hq (fully) and 36 tehsils (partially) across Rajasthan”**

**for**

**Board of Revenue for Rajasthan, Ajmer**

**BID No: BOR/LR/WORKS/78.5 CRORE/OCB/2015/2**

**Dated : 29.07.2015**

<b>Mode of Bid Submission</b>	Though eProcurement/ eBidding system at <a href="https://eproc.rajasthan.gov.in">https://eproc.rajasthan.gov.in</a>
<b>Bidding Authority/ Purchaser</b>	Registrar, Board of Revenue for Rajasthan, Ajmer
<b>Date &amp; Time of Pre-bid meeting</b>	07/08/2015 at 11.00 AM
<b>Last Date &amp; Time of Submission of eBid</b>	31/08/2015 at 3.00 PM
<b>Date &amp; Time of Opening of Technical Bid</b>	03/09/2015 at 12.00 AM

**Cost of BID DOCUMENT : Rs. 10000/- Only (Rupees Ten Thousand Only)**

<b>Name of the Bidding Company/ Firm:</b>			
<b>Contact Person (Authorised Bid Signatory):</b>			
<b>Correspondence Address:</b>			
<b>Mobile No.</b>		<b>Telephone &amp; Fax Nos.:</b>	
<b>Website &amp; E-Mail:</b>			

**Board of Revenue, For Rajasthan, Ajmer**

Website: <http://bor.rajasthan.gov.in/>

Email: [bor-rj@nic.in](mailto:bor-rj@nic.in)

## **OFFICE OF THE BORAD OF REVENUE RAJASTHAN AJMER.**

### **NOTICE INVITING BID**

**BID No: BOR/LR/WORKS/78.5 CRORE/OCB/2015/2**

**Dated : 29.07.2015**

The Registrar, Revenue Board, Rajasthan invites sealed single stage two envelopes unconditional bids on behalf of the Governor of Rajasthan for the work “**Establishment Of Modern Record Rooms in 278 tehsils hq (full) and 36 tehsils (partially) across Rajasthan**” from interested and eligible Bidders. The proposals shall only be submitted through eBiding system at [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in). The bidding details are as follows:

<b>Nature of the Project</b>	Establishment of Modern Record Rooms at Tehsil level
<b>Cost of BID DOCUMENT (non-refundable)*</b>	Rs. 10000/- (Rupees Ten Thousand Only)
<b>RISL Processing Fees (Non – refundable)*</b>	Rs 1000 /- (Rupees One Thousand only)
<b>Estimated Project Cost</b>	Rs.78.5 Crores (Rupees Seventy Eight Crores and Fifty lacs) Approx
<b>BID SECURITY</b>	@ 2% of project cost in the form as stated in this document
<b>Date of Uploading of RFP and Start of Sale of RFP (BID Document)</b>	01/08/2015
<b>Date and time for submission of Pre-bid Queries. Pre- Bid Meeting Date &amp; Time</b>	07/08/2015 at 11:00 AM
<b>Venue of Pre-Bid Meeting</b>	Conference Hall, BoR, Ajmer
<b>Last Date of Bid submission date/ Time</b>	31/08/2015 , 3:00 PM
<b>Technical Bid Opening Date, Time &amp; Place</b>	03/09/2015 , 12:00 Noon, BoR, Ajmer
<b>Financial Bid Opening Date &amp; Time</b>	Will be intimated later to the technically qualified Bidders
<b>Websites for downloading Bid/BID DOCUMENT/ Bidding Document, Corrigendum's, Addendums etc</b>	<a href="http://eproc.rajasthan.gov.in/">http://eproc.rajasthan.gov.in/</a> and <a href="http://bor.rajasthan.gov.in/">http://bor.rajasthan.gov.in/</a>
<b>Proposal &amp; BID Validity</b>	120 days from the last date of bid submission

1. Bidding Document including the contract, evaluation and qualification criteria and procedure, bidding forms, Delivery Schedule, etc. can be seen at the office during office hours in working days up to one day before the last date of submission of Bid. Alternatively, these may be seen and downloaded from the website of State Public Procurement Portal, <http://sppp.raj.nic.in> and <http://bor.rasjathan.gov.in>

2.The procuring entity is not bound to accept the lowest bid and may reject any or all bids without assigning any reason thereof.

3.The Bidder shall have to submit a valid VAT clearance certificate from commercial taxes department and the 'PAN' issued by income tax department.

4. Bidder (authorised signatory) shall submit their offer on-line in Electronic formats both for technical and financial proposal. However, DD for Tender Fees, RISL Processing Fees and Bid Security should be submitted physically at the office of Tendering Authority as prescribed in NIB and scanned copy of same should also be uploaded along with the technical Bid/ cover.

5. In case, a Bidder fails to physically submit the Banker's cheque/DD/ Bank Guarantee (for bid security only) for Bid fee, RISL processing fee and Bid Security up to 11.00 AM on 03/09/2015, the bid of the Bidder shall not be accepted.
6. To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC. Also, bidders must register on <http://eproc.rajasthan.gov.in> (bidders already registered on <http://eproc.rajasthan.gov.in> before 30-09-2011 must register again).
7. Board of Revenue will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid 11th hour issues like slow speed; choking of web site due to heavy load or any other unforeseen problems.
8. Training for the bidders on the usage of e-Tendering System is also being arranged by RISL / DoIT&C on regular basis. Bidders interested for training may contact e-procurement cell RISL/ DoIT&C for booking the training slot.
- Contract No. 0141-4022688 (From 10 AM to 6 PM on all working Days)
- E-mail : [eproc.rajasthan.gov.in](mailto:eproc.rajasthan.gov.in)
- Address : eprocurement Cell, , RISL, Yojana Bhawan, Tilak Marg, C-scheme, Jaipur
9. Bidders are also advised to refer "Bidders Manual Kit" available at eProc website for further details about the e-Tendering process.
- 10-All other conditions shall be prevailing as detailed out in bid document in the respective sections.
- 11- The Bidder or his consortium partner(s), if any, should not be blacklisted/debarred/banned by any procuring entity at the time of filing this bid.
- 12-No contractual obligation whatsoever shall arise from the bidding document/bidding process unless and until a formal contract signed and executed between the procuring entity and successful Bidder.
- 13-Procurement entity disclaims any factual/ or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders to prepare a logical bid-proposal.
14. The provisions of RTPP Act, 2012 and rules there shall be applicable for this procurement.
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**Sd/  
Registrar  
Revenue Board Raj.Ajmer**

## Bid Data Sheet

### A. Introduction

1	<p>The number of the Invitation for Bids: <b>BOR/LR/WORKS/78.5 CRORE/OCB/2015/2</b></p> <p>The Procuring Entity :The Registrar Board of Revenue for Rajasthan, Ajmer</p> <p>Name of the Works : <b>Establishment Of Modern Record Rooms in 278 tehsils hq (Fully) and 36 tehsils hq</b></p>
2	The Joint Ventures / Consortiums are permitted.

### B. Bidding Documents

1	<p>(For clarification purposes only)</p> <p>the Procuring Entity's address :</p> <p style="text-align: center;">The Registrar Board of Revenue for Rajasthan,Ajmer Tel.No. 0145 2627891 Fax No. 0145 2427072 E- Mail- bor-rj@nic.in</p>
2	A Pre-Bid conference shall be held on 07/08/2015 11:00 AM, BoR, Ajmer
3.	<p>Name and address of the project officer Incharge :</p> <p style="text-align: center;">Sh. Bhoj Kumar Dy. Registrar (LR) BOR, Ajmer</p>

### C. Preparation of Bids

1	The language of the bid shall be in English.
2	The Bidder shall submit the documents with its properly bound Technical Bid : As according to this Bid document
3	The prices quoted by the Bidder shall be fixed.
4	The bid validity period shall be 120 days from deadline for submission of bids.
5	A Bid Security /Bid- Securing Declaration shall be required the amount and currency of the bid security shall be @ 2% of Project cost in Indian Rupees only.
6	In addition to the original of the bid, the number of copies required shall be: one.
7	The written confirmation of authorization to sign on behalf of the Bidder shall be required.

### D. Submission and Opening of Bids

1.	<b>Address</b> (For bid submission purposes only)  The Registrar , Board of Revenue for Rajasthan, Ajmer Tel.No. 0145 2627891
2	Bids are required to be submitted in Electronic Format only, it shall be submitted on the e-procurement portal : <a href="http://eproc.raj.gov.in">http://eproc.raj.gov.in</a>
3	The deadline for bid submission is: Date: 31/08/2015  Time: 3:00 PM
4	The bid opening shall take place at:  The Registrar  Board of Revenue for Rajasthan, Ajmer  Tel.No. 0145 2627891 Fax No. 0145 2427072 E- Mail- bor-rj@nic.in

E. Evaluation and Comparison of Bids would be according to mention in this document.

## F. Award of Contract

1	The period within which the performance security shall be submitted by the successful Bidder and an Agreement shall be signed is: 15 Days
2	Performance Security at the rate of 10 percentage of the contract value shall be required. The amount of additional performance security, if required shall be 10% of the amount of unbalanced or front loaded items, subject to a maximum of 20%.

## G. Redressal of Grievances:-

The Designation and Address of the first Appellate Authority is:  Chairman, Board of Revenue for Rajasthan, Ajmer.
The Designation and Address of the Second Appellate Authority is:  Revenue Department , GOR, Jaipur.

## Abbreviations Used

OCB	Open competitive Bid
BEE	Bureau of Energy Efficiency
BIS	Bureau of Indian Standards
BS	British Standards
BoR	Board of Revenue
COTS	Financially Off-The-Shelf
DIN	Deutsches Institut for Normung
DMS	Document Management System
HRD	Human Resources Department
IEEE	Institute of Electrical and Electronics Engineers
ISO	International Organization for Standardization
IT	Information Technology
NA	Not Applicable
NDA	Non Disclosure Agreement
OEM	Original Equipment manufacture
BID DOCUMENT	Request For Proposal
UPS	Uninterrupted Power Supply
LAN	Local Area Network
dpi	Dots per inch
BDS	Bid Data sheet
BS	Bid Security



## Index

<b>S.No.</b>	<b>Particulars</b>	<b>Page No.</b>
<b>1.</b>	Introduction	5 To 14
<b>2.</b>	Qualification of the bidder	15 To 20
<b>3.</b>	Instructions to Bidders	21 To 31
<b>4.</b>	Scope of Work	32 To 55
<b>5.</b>	Term and Conditions of Contract	56 To 73
<b>6.</b>	Execution Framework	74 To 75
<b>7.</b>	Format for Technical Bid	76 To 86
<b>8.</b>	Compliance Matrix	87 To 113
<b>9.</b>	Annexures	114 To 126
<b>10.</b>	Service Level Agreement	127 To 134
<b>11.</b>	Contract Forms	135 To 143
<b>12.</b>	Reference Drawing of Compactors	144 To 147

## Introduction

## **1. Preface**

Revenue Administration is perhaps the oldest wing of the Government, directly related with issues and matters that concern agricultural land. This wing of the Government touches the lives, directly or indirectly, of the majority of people living in the country, as India continues to be predominantly an agricultural economy and about 60% of its population is still dependent on this sector for employment. Revenue Administration is also complex and encompasses a large number of related subjects. These include management of Land Records, crop survey, determination of land rent, Settlement operations and resolution of land disputes through the mechanism of Revenue laws which are adjudicated by Revenue Courts. Land management and agriculture fall within the State List and are, therefore, the responsibility of the State Government.

### **1.1 BOARD OF REVENUE**

The Board of Revenue for Rajasthan was constituted and established on November 1, 1949 under the authority of The Board of Revenue Ordinance, 1949 promulgated by His Highness the Raj Pramukh of the Government of the United State of Rajasthan on August 13, 1949. Its main objectives are as follows:-

- 1.1.1** The Board of Revenue for Rajasthan, Ajmer is the Chief Controlling Revenue Authority under all enactments in force. In 1949 after formation of United State of Rajasthan "The Rajasthan Board of Revenue Ordinance, 1949" was promulgated under which the Board of Revenue for Rajasthan was constituted. Later on after enacting of the Land Revenue Act 1956 the above mentioned ordinance was repealed and now the Board of Revenue is the creation of the Rajasthan Land Revenue Act.
- 1.1.2** The Board of Revenue is the highest Revenue Court of appeal, revision and reference in Rajasthan, having wide powers of general superintendence and control over all subordinate courts. The control of all judicial matters and all matters connected with settlement is exercised by the Board.
- 1.1.3** Being Chief Controlling Revenue Authority, it acts as a limb of State Government, exercising powers conferred on it under various enactments.
- 1.1.4** acts as a "Persona designata" in several matters under various enactments. It also acts as delegate of the State Government.
- 1.1.5** Beside the above, the Board of Revenue also has administrative rights regarding Land Revenue and Land Record related matters.
- 1.1.6** The Board of Revenue also having administrative powers officers/officials working at Sub-ordinate revenue courts and these revenue courts also under BOR. The BOR also

monitoring these revenue courts work in-terms of disposal of revenue cases and also made inspection of these courts time to time.

**1.1.7** The BoR also act as an implementing agency for Computerization of Land Record in the State under **NLRMP** which includes the following components : –

**1.1.7.1** Data entry/re-entry/data conversion of all textual records including mutation records and other land attributes

**1.1.7.2** Digitization of cadastral maps

**1.1.7.3** Integration of textual and spatial data

**1.1.7.4** Establishment of Tehsil, Sub-division/district computer centres

**1.1.7.5** State-level data centre

**1.1.7.6** Inter-connectivity among revenue offices

**1.1.7.7** Establishment of Modern Record rooms at tehsils

**1.1.8** Beside above BOR is a controlling department for budget allotment and monitoring to the revenue offices of Rajasthan. Board of Revenue for Rajasthan, Ajmer is entrusted with the responsibility of creation and maintenance of land records (Cadastral Maps, RoRs, etc.). As part of its initiatives for converting the current activities of the departments in to an e-System, Board of Revenue for Rajasthan, Ajmer wishes to outsource the work of “Establishment of Modern Record Rooms to preserve the original hard copies of the documents. Board of Revenue for Rajasthan, Ajmer also wishes to outsource the task of scanning, and indexing of all of its documents pertaining to land records, preserving the data in digital image format as well as implementation of a document management system to convert the overall operations of the department including services to public into an effective e-System.

## **1.2 Objectives of the Project**

### **Broad Scope of the project is as follows:**

Preparation of Modern Record Rooms in 278+36 tehsil Offices of Rajasthan in the existing departmental building needs to be carried out. This includes all civil work involved Plastering / removing the old plastering and re-plastering, POP running over cement plaster in perfect line and level, Acrylic Plastic Emulsion Painting with even shade over primer coating for all vertical plain surface, removing old flooring and flooring with new white/cream vitrified tiles of minimum size 2' x 2' with proper skirting on walls, colour washing and any other civil work to make the interior aesthetically good for renovating the existing record room. Electrification including earthing, procurement and installation of interiors, furniture, lighting, air conditioning

in systems area, access control system, pest/insects repellent systems, Water Dispenser Unit (Hot & Cold Both), Modular compactors, Map cabinets, Slotted angle racks and all other IT including Server, Desktop, Printer(MFD), LAN etc. infrastructures required for establishment and running the proposed Modern Record Room.

#### **1.2.1 Setting up of a Physical Storage Area within the Modern Record Room for physical storage of records-**

- Supply and installation of Modular Compactors of adequate strength for storage of hard copy records sizing A4/A3
- Supply and installation of Modular Slotted Angle Racks of adequate strength for storage of hard copy records sizing A4 and A3

#### **1.2.2 Setting up of an Operational Area within the Modern Record Room**

- Design, development, testing, implementation, commissioning and maintenance of a Document Management System software to facilitate easy management of the storage, easy retrieval of the records and should comply with the requirements as mentioned under Section – “Technical Requirements”.
- Perform Indexing and Barcode tagging of hard copies of records (Any size) and populating into the database.
- Performing Scanning, post scanning treatment, metadata (keywords) creation (A4 Size/Legal) and populating into the database and Digital Storage for easy retrieval, printing etc.
- Perform Data entry of important documents in the database format prescribed by the department for easy and fast retrieval.
- Procurement, installation and configuration of servers, desktops, barcode printers, barcode scanners, biometric authentication devices, Multifunction printers, external storage, networking and all other IT infrastructure required for implementation and running of document management system.

#### **1.2.3 Setting up a public services area within the Modern Record Room for waiting/reception, etc.**

- The public waiting area should have Metal Perforated 3-seater grouped benches including aluminium and glass partition, where ever required .
- Workstations created with cubicle format modular tables and partitions for installing desktops, Partitioning for workstations should have a height of 4.5’.

- Workstation for Administrative Officer should cover a floor area of 6'x5'. The desk should be of "L" shape with front desk of 6' wide and 3' deep, Administrative Officer should have Additionally, minimum four visitor chairs and sufficient space for installing them at Administrative cubicle.'
- Train the department staff in all aspects of management, operation and maintenance of the supplied solution as mentioned under Section – "Training".
- Warranty services for all the items shall be of 5 years from the date of commissioning.

**The detailed scope is given in the Section - "Scope of Work"**

The software solution and infrastructure provided for running the solution should comply with the technical requirements mentioned under "Section: Technical Requirements".

The minimum specification for the components of the solution is given in section "Compliance Matrix". The supplied solution should comply with all of its clauses.

## Qualification of the Bidder

## 2. Eligibility and Pre-qualification Criteria

### 2.1 Pre-qualification Criteria

Sr. No.	Pre-qualification Criteria	Documents to be attached
1	<p>The Bidder (Prime) should be registered under the Companies Act, 1956, or Partnership Act 1932 or registered under LLP Act 2008 should be in existence in India for at least 3 years (as on 31st March 2014).</p> <p>i. Bidder (prime) should have been in the IT related business for a period of at least 5 years (as on 31st March 2014).</p>	<p>i. A copy of "Certificate of Incorporation" of the company</p> <p>ii. Work Orders confirming year and area of activity.</p>
2	<p>The Bid can be submitted by an individual company or a Consortium up to 5.</p> <p>i. In case of consortium the same shall not consist of more than 5 Companies/corporations in total i.e. including the prime Bidder.</p> <p>ii. The consortium partners can't be a member of another consortium that is also participating in this Bid.</p> <p>Note :-</p> <p>i. Prime Bidder shall wholly and severally be liable for the project and shall be single point of contact for the project.</p> <p>ii. Consortium details to be attached in technical requirements.</p>	<p>i. Memorandum of Understanding (MoU)/agreement among the members signed by the Authorized Signatories of the companies dated prior to the submission of the bid to be submitted in original.</p> <p>ii. The MoU/agreement shall clearly specify the prime Bidder, stake of each member and outline the roles and responsibilities of each member.</p> <p>iii. Power of Attorney (PoA)/ Delegation of Powers (DOP)/Board Resolution listing the names staff(s) who are Authorized to sign the MOU &amp; Bid documents shall be submitted by Prime &amp; Consortium Partners (if any), a copy of the same must be attached.</p>
3	<p>Bidder must have valid enterprise level ISO 9001:2008 certification.</p> <p>Note: In case the certificate is due for renewal, the Bidder should ensure that the renewed certificate is made available at the time of signing of contract. In case the same is not provided, the department may consider negotiating the award of contract with the next eligible Bidder.</p>	<p>A copy of the valid ISO certificate.</p>



Sr. No.	Pre-qualification Criteria	Documents to be attached
4	The Bidder and all consortium partners should not be under a Declaration of Ineligibility for corrupt or fraudulent practices or should not be blacklisted. Details in this regard are mentioned in terms & Conditions of the contract of this bid document.	Declaration duly notarized in this regard by the authorized signatory of the prime Bidder.
5	The Bidder (Prime) should have for the each of the last three consecutive financial years i.e. FY: 2011-2012, FY: 2012-2013 FY: 2013-2014. i. A minimum average turnover over INR 100 Crores for the last 3 years ending 31st March 2014 of previous financial year. ii. Positive Net Worth of at least 50 Crores as on 31st March 2014.	i. Copy of the audited Balance Sheet & Profit and Loss statement of the company showing turnover of the company for last three years.
		ii. Certificate from the Company Secretary/Statutory Auditor's ascertaining a positive net worth during each of the last 3 years
6	The Bidder (Prime or any of the consortium partner) must have an overall IT related staff strength of at least 200 personnel with prior experience of more than two years on their payroll as on 31st March 2014. Bidder should submit HR head Certificate.	i. Certificate from Bidder's HR Department
7	The Bidder (Prime or Consortium Partner) must have experience of having successfully completed similar work during last 5 years ending last day of month previous to the one in which applications are invited should be either of the following:- i) Three similar work of value not less than Rs 15 Crore each OR ii) Two similar work of value not less than Rs 25 Crore each OR iii) One similar work of value not less than Rs 50 Crore <i>The scope of such project includes infrastructure/Software/System integration/ operational and Maintenance services.</i>	Work Completion Certificates from the client; OR Work Order + Self Certificate of Completion (CA Certificate with CA's Registration Number and Seal); OR Work Order + Phase Completion Certificate from the client showing acceptance of completion of supply and installation

Sr. No.	Pre-qualification Criteria	Documents to be attached
8	<p>The Bidder (Prime or Consortium Partner) must have experience in successfully completing at least one project for Revenue Department/NLRMP project of similar nature with any state Government in last 5 years as on 31st March 2014.</p> <p>The project must include at least the following services :</p> <p>i) Infrastructure deployment (Servers, Desktop, LAN, Printer, Scanner etc.)</p> <p>ii) Scanning/Digitalization services of at least 50 Lakh pages</p> <p>iii) Application Software development/ customization</p> <p>iv) Maintenance of server/ Data centre</p> <p>v) site preparation and installation of non-IT Infrastructure at least 50 offices.</p>	<p>Work Completion Certificates from the client;</p> <p>OR</p> <p>Work Order + Self Certificate of Completion (CA Certificate with CA's Registration Number and Seal);</p> <p>OR</p> <p>Work Order + Phase Completion Certificate from the client showing acceptance of completion of supply and installation</p>
9	<p>The Bidder (Prime) should furnish, as part of its bid, a BID SECURITY of Rs @2% of project cost.</p>	<p>The BID SECURITY should be denominated in Indian Rupees only, and should be in the form of as stated in this document.</p>
10	<p>The Bidder (Prime or consortium Partner) should have a valid CMM level 3 Certificate or above.</p>	<p>Valid CMM level certificate.</p>
11	<p>Bidder or if consortium each of the consortium partner must have VAT/TAN/PAN registration &amp; Tax Clearance Certificate from the Competent Authority upto March 2014.</p>	<p>Documentary evidence to be provided</p>
12	<p>The prime Bidder must have an office in Rajasthan</p> <p>OR</p> <p>The prime Bidder has to give an undertaking to do so within 1 months of award of contract with strength of IT professionals that are required for proper implementation of the project.</p>	<p>i. Self declaration from the Bidder.</p>
<p><b>Note: -</b></p> <p>(i) The criteria mentioned above will constitute the preliminary scrutiny and only those Bidders complying with them will be eligible for technical evaluation.</p> <p>(ii) All the document should be placed only in this (as listed in this clause) order and an index be provided separately.</p> <p>(iii) First envelope shall be marked as envelop No.1 "Bid, RISL,Bid Security" and shall contain DDs/Bankers Cheque etc. of Bid Fee, RISL Fee and Bid Security. The Bid fee and Bid Security shall be in favour of "Registrar, Board of Revenue" payable at Ajmer and RISL tender processing fee shall be in favour of "MD, RISL" payable at Jaipur.</p> <p>(iv) Second envelope shall be marked as envelope No.2 "Technical Bid " which contains technical requirements as required in the Bid and hardcopies of the documents uploaded online by the bidder on eproc.rajasthan.gov.in portal.</p>		

Sr. No.	Pre-qualification Criteria	Documents to be attached
	<p><b>(v) The bid will be summarily rejected if all the documents mentioned above are not enclosed in technical bid.</b></p> <p><b>(vi) All supporting documents must be clearly visible, readable.</b></p>	

## 2.2 Bid Security

- (i) The Bidder shall furnish as part of its Bid, a Bid Security in original form and in the amount and currency specified in the BDS.
- (ii) Bid Security shall be 2% of the value of the Works indicated in the NIB. For Bidders registered with the Procuring Entity, the bid security shall be 0.5% of the value of works indicated in the NIB. The bid security shall be in Indian Rupees only.
- (iii) The Bid Security may be given in the form of cash, a banker's Cheque or demand draft or bank guarantee of a Scheduled Bank in India, in specified format, or deposited through eGRAS.
- (iv) In lieu of Bid Security, a Bid Securing Declaration shall be taken from Government Departments and State Government Public Sector Enterprises, Autonomous bodies, Registered Societies, Cooperative Societies which are owned or controlled or managed by the State Government, Public Sector Enterprises of Central Government. For the Bid Securing Declaration the Bidder shall use the form as including in this bid document.
- (v) Bid Security instrument or cash receipt of Bid Security or a Bid securing declaration shall necessarily accompany the sealed Bid. Any Bid not accompanied by Bid Security or Bid Securing Declaration, if not exempted, shall be liable to be rejected.
- (vi) Bid Security of a Bidder lying with the Procuring Entity in respect of other Bids awaiting decision shall not be adjusted towards Bid Security for the this Bid. The Bid Security originally deposited may, however be taken into consideration in case Bids are re-invited.
- (vii) The issuer of the Bid Security and the confirmer, if any, of the Bid Security, as well as the form and terms of the Bid Security, must be acceptable to the Procuring Entity.
- (viii) Prior to presenting a submission, a Bidder may request the Procuring Entity to confirm the acceptability of a proposed issuer of a Bid Security or of a proposed confirmer, if different than as specified in ITB Clause. The Procuring Entity shall respond promptly to such a request.
- (ix) The bank guarantee presented as Bid Security shall be got confirmed from the concerned issuing bank. However, the confirmation of the acceptability of a proposed issuer or of any proposed confirmer does not preclude the Procuring Entity from rejecting the Bid Security on the ground that the issuer or the confirmer, as the case may be, has become insolvent or is under liquidation or has otherwise ceased to be creditworthy.
- (x) The Bid Security of unsuccessful Bidders shall be refunded soon after final acceptance of successful Bid and signing of Contract Agreement and submitting Performance Security by successful Bidder.
- (xi) The Bid Security taken from a Bidder shall be forfeited in the following cases, namely:-
  - i. when the Bidder withdraws or modifies his Bid after opening of Bids; or

**ii.** when the Bidder does not execute the agreement in accordance with Clause of Signing of Contract with in the specified time ; if any, after issue of letter of acceptance/ placement of Work order within the specified period; or

**iii** when the Bidder fails to commence the Works as per Work order within the time specified; or

**iv.** when the Bidder does not deposit the Performance Security in accordance with Clause [Performance Security] ; in the prescribed time limit after the work order is placed;

**v.** if the Bidder breaches any provision of the Code of Integrity prescribed for Bidders specified in the Act and Chapter VI of the Rules; or

**vi.** if the Bidder does not accept the correction of its Bid Price

**(xii)** Bidders are required to give an BID SECURITY for Rs. @2% of project cost in the form of Demand Draft/Pay Order/Bank Guarantee of a Nationalized/ Scheduled Bank payable at Ajmer drawn in favor of Registrar The Board of Revenue for Rajasthan Ajmer valid for a period of 90 days from the last date of Bid Submission of the Bid. If the BID SECURITY instrument is Bank Guarantee, it should conform to the format given in this document.

(xiii) The BID SECURITY shall be refundable to unsuccessful Bidders and shall be discharged after signing contract with successful Bidder.

(xiv) The successful Bidder's BID SECURITY shall be adjusted in the performance security.

## Instructions of the Bidder

# INSTRUCTIONS TO BIDDERS

1. Preparation of modern record rooms in 278 tehsils HQ (fully) and 36 tehsils (partially) is the subject matter of procurement.
2. The estimated cost of project is 78.50 cr. (rupees seventy eight cr and fifty lacs) approx.
- 3 This BID Document is not transferable.
4. This project is to be provided as turnkey solution, therefore the bid for the whole project is only acceptable. Various works of the project shall not be given in piece mill for separate components to the bidders.
5. The bid value quoted by bidders is for ready to use solution and for final functional solution as a whole for the modern record room as per the bid document and NLRMP guidelines.
6. Board of Revenue for Rajasthan, Ajmer shall not be responsible for any delay in submission or non delivery of proposal due to any reasons.
7. Instruction to Bidders for online tendering (e-tendering)
  - i- The bidders who are interested in bidding can download bid documents from <https://eproc.rajasthan.gov.in>.
  - ii- Bidders who wish to participate in this bid will have to register on <http://eproc.rajasthan.gov.in> (bidders registered on eproc.rajasthan.gov.in before 30-09-2011 need to register again). To participate in online tenders, Bidders will have to procure Digital Signature Certificate (type II or type III) as per Information Technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, safecrypt, Ncode etc. or they may contact e-Procurement Cell, Department of IT & C, Government of Rajasthan for further assistance. Bidders who already have a valid Digital Certificate need not procure a new Digital Certificate.

Contact No. 0141-4022688(help desk 10 am to 6 pm on all working days.)  
e-mail: [eproc@rajasthan.gov.in](mailto:eproc@rajasthan.gov.in)  
Address: e-Procurement Cell, RISL, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur
  - iii- Bidder shall submit their offer on-line in Electronic formats both for technical and financial proposal, however D.D.for Tender Fees, Processing Fees and bid security should be submitted manually at the Board of Revenue for Rajasthan, Ajmer on or before 03/09/2015 at 11.00 AM and scanned copy of D.D. should also be uploaded along with the online bid.
  - iv- Before electronically submitting the bid, it should be ensured that all the bid papers including conditions of contract are digitally signed by the bidder.

## 8. Cost of Bidding

The Bidder shall bear all the cost incurred for preparing the proposal including expenses of travel and lodging that may be required including collecting information from the department and other communication required with the department regardless of the outcome of the bidding process.

9. The Bid process shall follow the single stage two envelope method for procurement of work.

#### **10. Packaging the Bid**

The offer should be enclosed in a duly sealed envelope super scribed with bid reference number, work name, due date and bidder/ consortium name. The envelope should contain two separate envelopes, the details of them are written below.

**(i) Envelope-I – Bid Document Fees, RISL Processing Fees, Bid Security etc.**

##### **(ii) Envelope-II Technical Bid**

The technical bid should contain all technical information on the solutions proposed. In II envelope technical Bid should be submitted with supporting documents as mentioned in the qualification criteria. The technical offer should be as per the format given in “Formats for Technical Bid”. The Technical Bid should not contain any financial offer. If any financial offer is found in the technical bid, the whole offer shall be rejected outright.

**(iii)** The financial Bid should contain the bill of quantity - BoQ (Exactly in the excel format given on the eproc portal) and should be submitted online. Only the financial offers should be complete in all respects and it should not contradict with the Technical Offer in any manner.

#### **11. Number of copies of the bid**

The Bidder is required to submit one copy of the Technical Bid through [eproc.rajasthan.gov.in](http://eproc.rajasthan.gov.in) by uploading all required and relevant documents. In addition to this all those document should also be submitted physically in sealed envelope, clearly marking envelope as “Technical Bid”. The bid should be duly signed with seal on all pages, serially numbered and properly bound. In the event of any discrepancy between the hard copies and/or the softcopies uploaded, the information submitted in hard copy shall prevail.

#### **12 Authentication of Bid**

- i The original and all copies of the Bid Document shall be computer laser printouts and shall be signed by a person or persons duly authorized to bind the Bidder to the Contract. A duly stamped Power-of-Attorney accompanying the Bid Document shall support the letter of authorization. The person or persons signing the Bid Document shall initial all pages of the Bid Document.

#### **13 Last date and time for receiving sealed offers**

The sealed offers should reach the address mentioned in the Bid data sheet on or before 03/09/2015 at 11.00 AM.

#### **14 Pre-bid Meeting (PBM)**

Board of Revenue for Rajasthan, Ajmer shall make best efforts to respond to any request for clarification for the Bid Document to the prospective Bidders. Such requests are to be made in writing and are to be received by Board of Revenue for Rajasthan, Ajmer well in

advance before the Pre-Bid Meeting as per the date and time mentioned in the data sheet. The clarification shall be made in writing to the extent possible. The format for request for clarification is given below.

Bidder Name and Address			
Date:	Bid Reference No:		
Sr. No.	Section Reference Number (SRN) and Description	Clarification Sought	
	SRN	Description	
1	2	3	4

Queries not adhering to the format above or queries not received within the mentioned deadline shall not be taken up at the Pre Bid Meeting. Board of Revenue for Rajasthan, Ajmer shall not be responsible for any delay in receiving the clarification document including but not limited to any delays like postal delays.

## 15 Amendment of BID DOCUMENT

- (i) Amendment of Bidding Document-- Any amendment issued shall be part of the Bidding Document and shall be communicated in writing to all Bidders who have obtained the Bidding Document directly from the Procuring Entity. It shall also be uploaded on the State Public Procurement Portal and the Procuring Entity's web site for prospective Bidders to download.
- (ii) To give prospective Bidders reasonable time in which to take an amendment into account in preparing their Bids ,the Procuring Entity may, at its discretion, extend the deadline for the submission of the Bids, under due intimation to the Bidders who have procured the Bidding Document from the Procuring Entity and also by uploading it on the State Public Procurement Portal and its official website.

## 16 Evaluation of proposal

### Bid Evaluation Committee

- (i) The evaluation of both technical and financial proposals shall be done by a "Bid Evaluation Committee" duly constituted of BOR according to GF & AR, RTPP act



2012, RTPP rules 2013. The Bid Evaluation Committee may choose to request for clarification from the Bidder related to their products / services offering, approach, methodology or any other information as part of the technical evaluation.

(ii) The decision of the Evaluation Committee in the evaluation of the Technical and Financial bids shall be final and binding on all the parties. No correspondence will be entertained outside the process of negotiation/ discussion with the Bid Evaluation Committee.

(iii) Any effort by a Bidder to influence the Bid Evaluation Committee's processing of Bids or award decisions may result in the rejection of the Bid.

**(iv) Technical Evaluation**

Detailed evaluation of the technical offers shall be performed only after scrutinizing whether each bid is complete in all respects as per the format given Formats for Technical Bid.

**(v)** Accompanied by the BID SECURITY as mentioned "Bid Security". Those bids failing to clear the above criteria shall be rejected and will not be scrutinized further. Bidders adhering to the completeness of the technical proposal shall be given chance to give a technical presentation before the Evaluation Committee.

**17 Evaluation Framework**

The following framework shall be used as a guideline for the evaluation of bids.

The department reserves the right to introduce any other evaluation method or make enhancements in the existing framework as per the requirement.

	Particulars	Maximum Marks
	<b>Total Score</b>	<b>100</b>
<b>1</b>	<p>The Bidder <b>(Prime)</b> having average annual turnover for three consecutive financial years <b>(FY: 2011-2012, FY: 2012-2013, FY: 2013- 2014)</b> will be awarded marks as below:</p> <p>&gt;=400 crore = 10 marks</p> <p>&gt;=300 crore but &lt; 400 crore = 9 marks</p> <p>&gt;=200 crore but &lt;300 crore = 7 marks</p> <p>&gt;=100 crore but &lt; 200 crore = 5 marks</p> <p>&lt;100 crore = 0</p>	10

	Particulars	Maximum Marks
2	<p>The Bidder (<b>Prime</b>) will be awarded marks below as per percentage of turnover which is related to <b>IT Services (System integration/IT business)</b> from total Turnover for three consecutive financial years (<b>FY: 2011-2012, FY: 2012-2013, FY: 2013- 2014</b>):</p> <p>&gt;=70% = 10 marks  &gt;=60% but &lt; 70% = 9 marks  &gt;=50% but &lt; 60% = 8 marks  &gt;=40% but &lt; 50% = 7 mark  &gt;=30% but &lt; 40% = 6 mark  &lt;30% = 0 mark</p>	10
3	<p>The Bidder (<b>prime</b>) having IT professionals (ITPs) with prior experience of more than 2 years in software development/System Integration as on 31st March 2014, will be awarded marks as below</p> <p>&gt;=750 ITPs = 10 marks  &gt;=500 ITPs but &lt; 750 ITPs = 8 marks  &gt;=200 ITPs but &lt; 500 ITPs = 6 marks  &lt;200 = 0 marks</p>	10
4	<p>The Bidder (<b>Prime or Consortium Partner</b>) with experience of having successfully completed similar work during the last 5 year ending last day of month previous to the one in which applications are invited will be awarded marks as below :-</p> <p><b>1)</b> Three (3) similar (Turnkey project including infrastructure, software, system integration, maintenance services) completed projects or more, Costing not less than Rs. 15 crore in any government/PSUs in India/Abroad.</p> <p>5 projects or more = 10 marks  4 projects= 8 marks  3 projects = 6 marks.</p> <p><b>OR</b></p> <p><b>2)</b> Two (2) similar (Turnkey project including infrastructure, software, system integration, maintenance services) completed projects, costing not less than Rs. 25 crore in any government/PSUs in India/Abroad</p>	10

	Particulars	Maximum Marks
	<p>4 projects or more = 10 marks</p> <p>3 projects= 8 marks.</p> <p>2 project= 6 marks.</p> <p><b>OR</b></p> <p><b>3)</b> One (1) similar (Turnkey project including infrastructure, software, system integration, maintenance services) completed projects, costing not less than Rs. 50 crore in any government/PSUs in India/Abroad</p> <p>2 projects or more = 10 marks</p> <p>1 projects= 8 marks.</p>	
<b>5</b>	<p>The Bidder (Prime or Consortium Partner) must have experience in successfully completing at least one project for Revenue Department / under NLRMP of similar nature with any State Government/Central Government in last 5 years as on 31st March 2014. The project must include at least the following services.</p> <p>i) Infrastructure deployment (Desktop, LAN, Printer, Scanner etc.)</p> <p>ii) Scanning/Digitalization services of at least 50 Lakh pages</p> <p>iii) Application Software development/ DMS</p> <p>iv) Maintenance of server/ Data centre will be awarded marks as below:-</p> <p>No of Projects &gt; 3 projects = 10 marks</p> <p>No of Projects = 2 projects = 8 mark</p> <p>No of Projects = 1 projects = 5 mark</p>	10
<b>6</b>	<p>The Bidder (Prime or Consortium Partner) must have experience in Scanning / Digitization with any State Government/Central Government in last 5 years as on 31st march 2014.</p> <p>More than 1Crore Pages : 10 marks</p> <p>80 Lakhs - 1 Crore Pages : 8 marks</p> <p>50 Lakhs - 80 Lakhs Pages : 5 marks</p>	10
<b>7</b>	<p>CMMi Level 3 and ISO 9001:2008 ( 6 marks)</p> <p>CMMi Level 5, ISO 27001:2005 and ISO 9001:2008 (10 marks)</p>	5
<b>8</b>	The Bidder (Prime or Consortium Partner) must have experience in	

	Particulars	Maximum Marks
	Projects with minimum 20 Online offices (at different locations) connected to central data center. 4 projects or more = 5 marks 3 projects= 4 marks 2 projects = 3 marks	5
<b>9</b>	Based on Quality / Solution of Sample of items exhibited / submitted before the committee (of Bill of Material ) as per Annexure "C" (on 10.09.2015 by only those bidders who fulfill the requirements pertains to the pre qualifications of the BID )	15
<b>10</b>	<b>Proposed Solution Design presentation</b> (on 10.09.2015 by only those bidders who fulfill the requirements pertains to the pre qualifications of the BID ) I. Functional Solution-06 marks II. Hardware proposed-03 marks III. Operation & Maintenance-06 marks * marks will be allotted by the Bid evaluation committee on the basis of the presentation by the Bidder before the committee	15
	<b>Total</b>	<b>100</b>
<b>Note</b>	1) The Bidder should submit copy of work order and completion certificate from the client/client certificates mentioning the progress of the project as a proof of the projects they mention in the bid response the Bidder should provide certificates as mentioned in the Pre-Qualifications for the technical evaluation requirements.  2) The Bidder must also submit all the documents in support of claim for technical bid evaluation.  3) All the bids scoring 60 marks and above will be qualified for financial bid opening.	

### 18 Coverage area on Technical Presentation

The Technical Presentation and sample items exhibition by the Bidders shall be conducted at BoR Office, Ajmer in front of the Bid Evaluation Committee. The Bidders are required to cover the following aspects of their proposal, but not limited to, in their Technical presentation:

- (i) Proposed Technical solution for the project, its advantages and limitations.
- (ii) Security provisions for Data and Access Control systems in the proposed solution.
- (iii) Proposed Infrastructure including Hardware, Software and Non-IT Components.
- (iv) Superiority of Proposed Infrastructure with respect to the minimum specifications as mentioned in Compliance Matrix
- (v) Proposed Technical Team (Strength and Structure) for this project.
- (vi) Plan for executing project simultaneously at multiple remote locations in a time bound schedule. Technical and Financial Capability of the Bidder in executing similar large projects in a time bound schedule in any State of India along with project details and completion certificate.
- (vii) Sample of each item (as given in Annexure "C") which is proposed to be installed by the bidder in the modern record room.

## **19. Sequence of Technical Bids Evaluation.**

- (i) The Bidders technical solutions proposed in the bid document and quality of the samples submitted will be evaluated as per the scope of the work and requirements of the BoR by the Bid committee.
- (ii) The technically qualified Bidders will be considered for opening of financial bid. Criteria for technical qualification is as described above.

## **20. Bidders must score at least 60 Marks out of 100 in the technical scores in order to be considered for technical qualification.**

## **21. Financial Bid Criteria**

The financial bids of only those Bidders, who have scored at least 60 marks in the technical evaluation process, will be opened. The Financial Bids will be opened, in the presence of Bidders' representatives who choose to attend the Financial Bid opening on date and time to be communicated to all the technically qualified Bidders. The Bidder's representatives who are present shall sign a register evidencing their attendance. The name of Bidder and Bid Prices will be announced at the meeting.

If the Bid, which results in the lowest evaluated Bid Price, is considered to be seriously unbalanced, or front loaded, in the opinion of the Procuring Entity, the Procuring Entity may require the Bidder to produce detailed rate analysis for any or all items of the Bill of Quantities , to demonstrate the internal consistency of those rates with the

construction methods and schedule proposed. After evaluation of the rate analysis , taking into consideration , the schedule of estimated Contract payments, the Procuring Entity may require that the amount of the Performance security be increased at the cost of the Bidder to a level sufficient to protect the Procuring Entity against financial loss in the event of default of the successful Bidder under the Contract.

## **22. Award of project**

The Financial Bids of technically qualified Bidders will be opened on the prescribed date in the presence of Bidder representatives.

## **23. For the purpose of QCBS evaluation**

(i) The Bidder with highest qualifying technical score (T1) will be awarded 100% score Technical Scores for other than T1 Bidders will be evaluated using the following formula:

(ii) Technical Score of a Bidder (Tn) = {(Technical Score of the Bidder / Technical Score of T1) X 100}% (Adjusted upto two decimal places)

(iii) The Bidder with lowest qualifying financial bid (L1) will be awarded 100% score. Financial Scores for technically qualified Bidders other than L1 Bidders will be evaluated using the following formula:

(iv) Financial Score of a Bidder (Fn) = {(Financial Bid of L1/Financial Bid of the Bidder) X 100}% (Adjusted upto two decimal places)

(v) Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.

(vi) The bid price will include all taxes and levies and shall be in Indian Rupees and mentioned separately also.

(vii) Any conditional bid would be summarily rejected.

(viii) Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

## **24 Combined and Financial Evaluation**

(i) Technical and financial scores secured by each Bidder will be added using weightage of 60% and 40% respectively to compute a Composite Bid Score.

(ii) The Bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project. The overall score will be calculated as follows:-

$$B_n = 0.60 * T_n + 0.40 * F_n$$

Where

$B_n$  = overall score of Bidder

$T_n$  = Technical score of the Bidder (out of maximum of 100 marks)

$F_n$  = Normalized financial score of the Bidder

(iii) In the event the bid composite bid scores are 'tied', the Bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

## **25 Site Visit**

It is recommended that the interested Bidders visit the sites for establishment of the Modern Record Rooms. It is the responsibility of the Bidder to visit the proposed sites at their own cost and assessing the existing infrastructure and existing data before submitting his offer to get a clear idea about the work and preparation of requirement across the locations. Department will facilitate Bidders to get access to the site upon prior intimation.

26. A Prototype of Modern Room is available at Annexure "D" for reference purpose.

## **Scope of Work**



## **6.1 Standards required for converting Record Room into Modern Record Room**

### **6.1.1 Required standards**

- The entire infrastructure provided should comply with the technical requirements mentioned under Scope of work & Technical Requirements section.
- The software solution provided should comply with the technical requirements mentioned under Scope of work & Technical Requirements section.
- The minimum specification for the components of the solution is given in “Compliance Matrix”. The supplied solution should comply with all of its clauses.

### **6.1.2 Converting of Existing Record Room to Modern Record Rooms in 278(fully) and 36 (partially) Tehsils/locations**

The proposed Modern Record Rooms should have the following distinct functional areas:

Physical Storage Area for Hardcopy Record Storage, Operational Area with Record Keeping Officer Room, Back office Server, IT infrastructure area and Public Services Area for Waiting/Reception etc.

The scopes for each of these functional areas are as follows:

### **6.1.3 Scope common to all areas**

- Renovate the constructed space provided by the department and establish all infrastructures required for the modern record rooms at each of the location.
- Civil work involved removal of any existing civil structure which is coming as hurdle in installation of compactors, Plastering / removing the old plastering and re-plastering, POP running over cement plaster in perfect line and level, Acrylic Plastic Emulsion Painting with even shade over primer coating for all vertical plain surface, removing old flooring and flooring with new white/cream vitrified tiles of minimum size 2' x 2' with proper skirting on walls, color washing and any other civil work to make the interior aesthetically good for renovating the existing record room including aluminum and glass partition, wherever required, to establish compactor storage server room, front office and reception etc.
- Establish all electrification including proper Chemical earthing, procurement and installation of interiors, furniture, lighting as required for establishment and running the proposed Modern Record Room.
- Establish all fixtures and furniture.

#### **6.1.4 Scope specific to Physical Storage Area**

- i. Designing and Installation of Modular Compactors with double locking system for storage of hard copy records sizing A4/A3/A2
- ii. Designing and Installation of Modular Map Cabinets with locking system for storage of hard copy maps sizing up to A1.
- iii. Designing and Installation of Modular Slotted Angle Racks of adequate strength for storage of hard copy records, which are of less importance sizing A4/A3
- iv. Design, Supply and Installation of Pest/insects repellent systems
- v. Design supply and establishment of access control system for record storage area.
- vi. Design and Establishment of Access Control Systems
- vi. Supply & Installation of CCTV camera at storage area with recording facility.

#### **6.1.5 Scope specific to Operational Area and Reception/waiting area**

- i. Design and Installation of Specially designed cubicle for Record Keeping Officer with minimum 4 chairs for visitors.
- ii. Design and Installation of Ergonomically designed half-partitioned modular furniture made of BIS standard material for workstation including keyboard trays, trolleys for CPU, revolving chairs, racks.
- iii. Design, Supply, Installation and configuration of Server, Desktop Computers, UPS, MFD and all other infrastructure/components (both software and hardware) required for establishment and running of the digital document management system. The desktops are required to be supplied with latest operating system, antivirus and all other software required for implementation of the digital document management system.
- iv. Installation of 24 port Manageable switch, Structured cabling for LAN CAT6E cables, Surface Mount I/Os, 6U Racks, CAT6E patch cords, Jack Panel, PVC conduit / casing / capping with accessories, any other required components such as labels, ferrules etc., and all associated civil works at the site. All meeting or exceeding respective ISO/IEC/EIA/TIA standards,
- v. Supply and establishment of Air-conditioning
- vi. Design and Establishment of Access Control Systems
- vii. Supply and installation of CCTV camera with recording facility
- viii. Iron steel Waiting seats / chairs (pair of three chairs) minimum two or more pairs based on space available.
- ix. Water dispenser (with both cold and hot water facility)

## **6.1.6 Scanning of Land Records and Document Management System**

### **A. Scanning of Land Records**

Broadly, there are 3 stages in the entire scanning activity namely in which the following activities will be carried out -

#### **Stage I - Pre scanning**

- a. Document Collection
- b. Document Preparation/ Repair
- c. Quality Check

#### **Stage II - Scanning**

- a. Scanning textual records
- b. Quality Check of scanned images
- c. Document handover
- d. Metadata Entry

#### **Stage III - Post Scanning**

- a. Final output delivery
- b. Installation of DMS application and scanned data loading on DMS application
- c. Backup External Drive
- d. Operational Support
- e. Training and Capacity Building

Detailed activities under each phase has been mentioned in the sections below:

#### **Stage I - Pre-scanning**

Prior to scanning process, there are number of activities that need to be carried out so that the documents are properly handled. bidder should take special care to ensure that not even a single document is lost/misplaced/damaged. The steps in this stage of the process are as follows:

##### **1. Document Collection**

The bidder will collect all documents mentioned in the scope of work from the concerned department official. It will maintain Log Register for documents collected and returned along with department officials. While collection, the following details should be entered into the log register:

- a. Name of village
- b. Book /document type
- c. No. of books

- d. No. of pages (in each book)
- e. Date of collection
- f. Expected date of return
- g. Actual date of return
- h. Collected from and Signature
- i. Collected by and Signature
- j. Returned to and Signature
- k. Date of return
- l. Any other details will be decided with the successful bidder before start of project

Bidder should capture all the above mentioned details accurately in the inward/outward register. bidder should ensure that number of pages in each book is accurately captured and is then cross-checked with the number of pages scanned. To streamline and smoothen the continuous flow of documents, concerned department officials in each tehsil record room will list the name of all villages to be scanned in a tehsil. Records will be given to the bidder of the same village in the same sequence. Records will be handed over to the bidder in sets of 5-10 villages, or as desired by the bidder. The bidder should maintain order of the documents without disturbing chronology of the documents and without mixing pages between different documents. In case of unavailability of required documents or pages missing or books missing, it should be notified to the department. Continuous assistance from the department will be given for availability of required records. Bidder should inform department officials about illegible textual records. Department officials will guide the bidder as to how such documents should be scanned.

## 2. Document Preparation/Repair

Prior to handing over the documents to the bidder, department officials will prepare the document in the following manner:

- File dusting to remove dirt and other possible noise causing particles
- Attaching top sheet/jacket on each land records book/file with details such as
  - o Name of Tehsil
  - o Name of Village
  - o Type of Document
  - o Book Number
  - o Number of pages
  - o Size of the page (e.g. A4, A3 etc.)
  - o Document binding to be opened - Yes / No
- Provide a running serial number to each book/file and maintain record of the same
- Numbering each page in the file using automatic number puncher / Pencil (if number is not present)

*\*In case page size of a document does not fall under the standard size, they will capture the nearest standard size.*

Bidder, on receipt of such books should prepare and repair all documents received. They should take special care of documents that are very old and not in good physical condition. The bidder is required to take necessary precautions while handling all documents. Bidder should also do document preparation and repair work at their end. Activities to be undertaken during this sub phase are:

- Dusting the files to remove dirt and other possible noise causing particles
- Un-binding/defiling of only department approved documents (this should not lead to further deterioration of the documents)
- Removal of stapler pins, clips etc. of only department approved documents (this should not lead to further deterioration of the documents)
- Repair the documents for scanning using cello-tape\* or enclosing the documents in plastic pouches (depending on the importance and condition of the documents)

Note: \*The bidder should note that cello-tape used should not lead to shining output. The cello-tape should be such that the data underneath it is not lost and also images does not have shine marks. The bidder will take guidance from the concerned department officials of the record room on files which needs to be defiled or where stapler pins/clips should be removed, even though it may be mentioned on the top sheet by the department. The bidder will re-bind the documents after scanning activity is over and submit it to the concerned department officials in acceptable manner.

### 3. Quality Check

The bidder should conduct thorough quality check before sending any document for scanning. It is mostly a visual quality check of the records for visibility, readability etc.

- It should be checked that all files/books have top sheet attached to them
- It should be noted that all pages have been numbered
- It should also be checked that they are not torn or ragged
- It should be checked that there are no folds
- It should be seen that they are dust free
- It should be checked that all damaged documents have been repaired and scan ready
- It should be checked that is there any important data loss due to tight binding.

In such cases a decision on whether to open the binding should be taken at tehsil level.

Note: The bidder should be prompt in informing tehsil officials regarding completely destroyed documents handed over to them as soon as they receive it. In cases, where the documents are still not in a scan-ready mode, they should be worked upon. Only documents clearing this QC should be taken up for scanning.

## Stage II –

### a. Scanning

1. Scanning Records may be scanned using flat bed/sheet fed scanner/book scanner at tehsil level only. The choice of scanner depends completely on the condition of the document. In case the document is very torn and cannot be fed in the sheet feeder, then flat bed scanner should be used. In case, the document cannot be scanned using any type of scanner, book scanners can be used as image capturing device.

While scanning, the sheet has to be fed in straight upright position and smoothened so that no folds are generated while scanning. In the flat-bed scanner, the document has to be laid flat on the glass, smoothened and scanned; and bulging should be avoided.

Note:

*In case the documents are not legible, it will be the bidder's responsibility to scan the documents at higher resolution.*

While scanning, the important parameter is DPI (dots per inch), which has to be precisely set. In general, the following minimum specifications should be adopted while scanning:

a) 200 dpi in colour. (In case legibility of the characters is not proper, the bidder should scan at higher dpi. No extra payment for the same shall be made)

b) Image should be stored in pdf.

c) Image orientation should be upright.

d) Image should be clean and free of noise.

e) Legibility features should be good.

f) Image should not be skewed or warped.

g) IMAGES SHOULD BE SCANNED IN SUCH A WAY THAT PRINTOUT OF IMAGE ON PAPER WILL BE CLEAN AND LEGIBLE ON 1:1 SCALE

(b) Most of the original hard copy Map Documents are on tracing cloth and are very old with sizes ranging from A0 and lower. It is the Bidder's responsibility to ensure that proper preventive measures are taken to avoid damage/mutilation while scanning of these hard copy documents / maps.

(c) Some of these Original tracing cloth map documents have width equal to that of A0 Size but the length exceeds that of A0 Size. In such cases, Bidder need to ensure that the scanned images in parts are stitched properly without creating data loss, misalignment along the stitched edges.

(d) The file naming convention/codification/tagging convention should include attributes to identify the Tehsil keeping in mind that the system may get upgraded to an enterprise system. The naming convention should be discussed with and approved by the department.

(e) High End Scanners with scanning capabilities of 600dpi or better need to be used to scan bad conditioned documents. Bidder need to ensure that Automatic Curvature correction (Correction of curved texts at centre- binding), Automatic finger masking (erasing of images of fingers holding pages) and Auto-erasure of centerline shadows are applied to achieve a good quality of scanned image. Bidder need to provide detailed. specifications/ make/ model of the High-end scanner proposed to be used for the project as part of their Technical Bid.

(f) It is the Bidder's responsibility to ensure that all types of hard copy map documents and records available at Existing Record Room at the tehsil location should be scanned completely without causing any kind of damage to the original documents.

(g) The files / documents will not be allowed to be removed from premises allocated to successful Bidder. Suitable hardware infrastructure/facilities have to be established onsite at the premises that shall be allocated to do the scanning work.

(h) Storage of the scanned copies of the records in the Server and making them available to the server based digital document management system software for easy retrieval.

(i) Physical arrangement of all of the hard copies available with the department in the map cabinets, compactors and racks as per the series and sequence proposed. The cloth bound maps are to be stored in such a way that there is a “moisture blotting paper” in between the maps. The blotting papers also need to be supplied by the Bidder.

*The bidder should note very carefully that some regions of the State of Rajasthan may have problems of uninterrupted power supply due to load shedding. The bidder should be ready to work during time period whenever electricity is available.*

## 2. Quality Check (Scanned Images)

Quality check after scanning is of utmost importance. Images clearing this QC will lead to movement of documents to metadata entry phase. QC activities in this stage are:

- Bidder should check that no page has been scanned twice. Payment for such extra scanning will not be made to the bidder
- Bidder should ensure that blank pages are not scanned unless given page number by the tehsil officials.
- Bidder should check scanned records for DPI, Image Quality, Format, Noise removal etc.
- Bidder should do 100% on screen validation for all scanned images and submit the log for 100% QC work done along with QC certificate.
- Bidder should check for the quality of the image
  - o The image should not be too dark/too light
  - o The image should not have been captured under improper lighting
  - o The image should not be cropped from any side
  - o The orientation of the image should be right

- o The image should be in correct color mode
- o The color is consistent in all the images and not patchy
- o The image should not be skewed
- o The image should not be blurred
- o The image should not have excessive noise
- o There should not be any data loss due to folds
- o There should not be any data loss due to tight binding and bulge at the center
- o There should not be extra darkness at the edges
- o There should not be unwanted black vertical lines on the scanned images
- Post 100% QC by bidder, 100% on screen QC will be done by tehsil officials
- Images should be scrutinized by bidder in detail for any other kind of issue in the scanned images
- Bidder should also check that all records obtained from the tehsil have been scanned and no document has been missed out
- Quality check should happen on a daily basis along with scanning
- Bidder should note that the scanned images will be printed later for serving to citizens. So the quality of no image should be compromised and it should be exact replica in size
- Bidder will maintain a register of all the documents which have been rejected in 1st level QC
- In case there are issues with the scanned images, bidder will rescan all such documents again and take them for 2nd level QC.

### 3. Handover of documents (back to tehsil officials)

After completing quality check of scanned images, all the documents should be handed over back to the tehsil in their original condition. Appropriate entries should be made in the inward/outward register mentioned earlier in presence of the bidder representatives and tehsil officials.

Note: Under no circumstances shall the documents be changed, mutilated, destroyed or replaced by some other documents. Any damage to the documents will lead to penalty for the bidder as per details given In service level agreement . Thus the bidder should take utmost care of the documents taken for scanning.

### 4. Metadata

Entry Metadata stores information related to the scanned images. Accurate metadata should be captured for all scanned images, as that becomes the base for all future search and transactions. Metadata entry is done by adding appropriate tags to each scanned document.

Bidders should ensure high security in handling data by its operators and project managers. Bidders will ensure that none of the desktops used for scanning and metadata entry have USB ports, CD Drives or USB ports and CD Drives are blocked. Data transfer should be allowed only from Operation Servers. All scanned images should be transferred under the supervision of the supervisor/project manager for the record room along with concerned tehsil officials. No document/ scanned images should move out of the government premises, without consent and supervision of tehsil officials.



A tentative list of metadata along with document type has been mentioned in Annexure "A" . The final list will be decided and communicated to the successful bidder before start of the project. Bidder should capture all metadata available on the documents accurately as this forms the base for all document searches and analysis in the future. If metadata formats for new records needs to be incorporated, it will be finalised by the Board in consultation with concerned District Collector. Bidders should note that the records will be primarily in Hindi in Unicode. Bidder should deploy adequate manpower to ensure that Hindi language data is understood and correct metadata entry is done.

#### 5. Metadata Quality Check

Quality check after metadata entry is very important. Images clearing this QC will lead to submission of the documents to tehsil for acceptance. QC activities in this stage are:

- The bidder should do 100% on screen validation and submit log for 100% QC work done along with QC certificate
- The bidder should check the documents for the following:
  - o Whether all required metadata fields have been captured
  - o Whether the metadata captured is correct
- The bidder shall generate a report identifying mismatch between the number of documents submitted for scanning and number of documents scanned.
- Post 100% QC by bidder, tehsil officials will perform 100% QC on metadata

The bidder should also suggest their quality plan to the tehsil over and above the quality checks mentioned here. Templates for the same will be finalized with the successful bidder before commencement of work.

#### Note:

- The bidder will be provided a QC module within the software for quality check
- The bidder should also install software instances on computers as desired by tehsil officials for quality check purpose
- The bidder will appoint skilled and qualified manpower for QC purpose. Manpower utilized by bidder for QC and scanning & metadata entry work should be different to ensure that one person performs scanning or metadata entry work whereas another person performs Quality Check.
- The bidder will provide minimum two computers exclusively installed to tehsil officials during the project for QC activities of the tehsil. The computers will also be loaded with the scanned images and metadata. In case 2 computers are not enough to complete QC in the stipulated time, then bidder should provide more computers.
- It should be noted that some documents in few offices has already been scanned earlier. In all such cases, as per the decision of Collector or tehsildar, bidder will convert the scanned images from their current format to pdf and perform all other activities like Metadata Entry, Storage at Tehsil level office and uploading it on DMS application. Bidder should only consider the document types mentioned in this RFP.
- All records unacceptable by tehsil (due to improper image, missing metadata, wrong metadata) will have to be rescanned and metadata re-entry should be done by the bidder. The bidder will not be remunerated for all such documents re-scanned.

## 6. Quality Check of 1% printouts

The bidder will be required to handover 1% sample printout of each document type of record at the end of each fortnight to the tehsil for quality check, after completion of QC of metadata entry. Bidder should ensure timely submission of images for QC.

Note:

- It is the absolute responsibility of the bidder to ensure that the content of scanned documents is an exact replica in size of the original paper document.
- Printout should be provided in the same page size as that of the original document • In case the printout is rejected, such reasons should be documented and shared with the tehsil officials.
- Bidder should rectify all such errors and re-submit the printouts for verification.

## Stage III - Post Scanning

On completion of scanning activity, the bidder will perform the following activities:

1. Delivery of Final Outputs The bidder will submit the following final deliverables to the department:
  - Scanned documents along with metadata in 1 external hard disk at each record room\*
  - Scanned documents along with metadata stored in server provided by department to be operational using DMS application.
  - Scanned documents will be delivered in pdf format
  - Metadata will be submitted in database format whereas images in file structure format

Bidder will get a completion certificate from the concerned tehsil officials from each tehsil record room and district level committee on submission of all deliverables, to consider a tehsil record room's scanning work to be complete.

\*Bidder should note that on an average 1 TB external hard disk is required at Tehsildar office. 1 TB external hard disk(for each tehsil) at respective District may be required to store the image and metadata. But these are just indicative figures. Based on the actual size of images for a record room, the bidder should provide adequate number of 1TB or 2 TB external HDDs. In case, the storage is less than 1 TB, still the minimum storage capacity hard disk to be provided by bidder would be 1 TB.

2. Installation of DMS application(if required by bidder) and data upload in tehsil provided IT infrastructure

Post completion of all scanning work, bidder will install DMS application in the IT infrastructure provided by the tehsil, if DMS job is assigned to him else use DMS software installed by other bidder, who is assigned the DMS application job. Bidder will also upload all the scanned images along with metadata in department provided IT infrastructure. Bidder should also provide training on how to use the application as per the training and capacity building plan mentioned in this Bid document.

3. MIS Reporting Bidder is supposed to provide weekly monitoring report to their respective Collector office and concerned tehsil officials, appraising them of the status of the project. Bidder will also provide monthly monitoring reports to the Board. This shall include maintaining daily, weekly, monthly and overall progress (number of images/pages scanned, percentage scanned etc). If provided, bidder shall upload daily MIS data in web-based monitoring tool.

Note: The bidder should not quote loss of data due to improper backup practice as a reason for delay of project. Any such reason will not be acceptable.

4. **EXTERNAL HARD DISK SUPPLY ALONG WITH IMAGE AND METADATA**

The bidder will provide external hard disk (either of storage capacity 2 TB or 1 TB) at each tehsil record room. It will supply the external hard disk as per specifications. Bidders should note that there will be 2 set of External Hard Disk for each tehsil.

Set 1 – Will be kept in secured custody of the Tehsildar as a backup copy.

Set 2 – Will be give to District Collector as a backup copy for future use.

**NOTE : The list of document / records which are scanned at tehsil locations is seen at annexure – “A”**

### **Barcode Tagging of Hardcopies**

- i. Establish barcode tagging of each of the hard copy document. The document may be single paged or multi-paged.

### **Data Entry**

- i. Perform data entry of important documents
- ii. The data entry shall be in Hindi (Unicode) & English
- iii. With reference to the hard copy supplied by the department, the Bidder has to perform the data entry to populate the database format prescribed by the department.

## **B. Design, Development and Implementation of a Digital Document Management System(DMS) Software**

The Scope includes the following:

- i. Design, development, testing, implementation and commissioning of a web-enabled digital Document Management System (DMS) software to facilitate easy management of the records storage including adding new records to the system, easy retrieval of the stored records (digital as well as physical).
- ii. The successful Bidder is expected to provide detailed system documents, user documents and properly commented source code for components designed and developed for BOARD OF REVENUE FOR RAJASTHAN, AJMER by the Bidder as part of this BID DOCUMENT along with the delivery of solution components. All hardware components and readymade software

shall be supplied with its original documentation from the original manufacturer. All custom made components including software modules shall be accompanied by detailed system documentation and user manuals.

iii. The scope includes software and licenses required to implement the supplied solution, their installation and configuration. This includes all system software licenses, database software licenses, backup and system maintenance software and access control software and any other software required in the system.

iv. The implementation of the application software solution will be done as follows:

The Bidder is expected to adopt any of the following approaches or combination of following approaches:

- Bespoke development of the DMS application OR
- Configuration / Customization of an existing DMS application that may be either Financially Available Off-the-shelf product (COTS) or that might have been developed for deployment in another similar installation.
- Combination of #1 and #2 above.

v. Bespoke development on open source platform shall be however preferred.

vi. Irrespective of the option above chosen by the Bidder, the Bidder is required to meet all the requirements of this BID DOCUMENT including the activities listed, timelines and deliverables mentioned in this BID DOCUMENT, functional, performance, service level related and any other requirements stated in this BID DOCUMENT.

vii. A single application software solution (DMS) shall be taken by Board of Revenue for Rajasthan, Ajmer, and shall be implemented at all locations.

viii The Bidder quoting the lowest cost for the DMS in the Financial Bid shall be selected for Design, installation and implementation of the application software solution at all locations.

ix. The rate to be quoted in the Financial bid shall be a consolidated lump sum amount for the supply and implementation of the DMS application software solution for all Tehsil locations including the current 314 locations and any additional locations in future.

- x. The Bidder's DMS software solution is required to be compatible with the IT infrastructure as mentioned in "Compliance Matrix" that would be procured at each location. The IT hardware infrastructure including Server, Desktop Computers, barcode reader, printers, LAN etc. shall be supplied by the Bidder allotted for modernization of the record room. The DMS software solution Bidder's scope does not include supply of any hardware item. DMS software Bidder's scope includes supply, installation and implementation of the DMS software solution. DMS software Bidder's scope also includes supply, installation and implementation of all software items including Database software and/or any additional software component required by his software over and above the operating system for the best performance. The DMS software Bidder is required to supply at his cost all hardware items, which is required over and above the hardware items listed in this BID DOCUMENT, if it is required for the implementation of his software solution for its best performance.
- xi. The Bidder responsible for installation, configuration and implementation of software solution is required to provide the necessary technical support to the other Bidder (if different) chosen for conversion of existing record room to modern record room at no additional cost. The Bidder responsible for installation, configuration and implementation of DMS solution need to provide the necessary technical support during the up-gradation of the system into a enterprise based document management system at no additional cost.
- xii. No additional cost shall be paid to the Bidder for installation, configuration and implementation at any additional location. The cost quoted should include licenses to the department for any number of additional locations for the same project.
- xiii. There should not be any restriction on the number of concurrent users that would use the DMS solution at any location and total number of users using the system considering all locations (current and future).
- xiv. The Bidder needs to provide lifetime licenses for the DMS system software solution supplied to the department.
- xv. The cost of the DMS application software should include training as per the "Section - Training".

### **Required Functionalities of the Document Management System**

MRR (Modern Record Room) Project is basically built for converting existing Land Record Room into Cyber Record Rooms. The project would consist of development of DMS (Document Management System) Software and scanning of legacy records & Maps and their storage in digital form in conformity with the developed Document Management System software.

The purpose of these DMS requirement functionalities is to provide guideline to all the features of the required DMS Application. The end users of the application at different

capacity will be identified for work. Below mentioned are main functional requirement for Document Management System required at all Tehsils across the state of Rajasthan.

- i. Smart query and real time search options based on key-words of the metadata to find a documents and folders.
- ii. Integrated with barcode reader, barcode printer and biometric fingerprint authentication device
- iii. Facility to add new documents to the system and Auto generation of barcode for a new document.
- iv. The DMS software solution should provide dependable digital archival, fast retrieval and efficient distribution solutions.
- v. Role based user creation and management facility should be present.
- vi. Only Administrator can create the user permissions and other security features of the system through a separate administration module.
- vii. The system administrator should be able to provide access rights on documents, folders and metadata based on users and groups as required and prescribed by department.
- viii. The system should support multiple level access rights like (Delete / Edit / View / Print /Copy or download).
- xi. The DMS Software Solution should have universal viewer in order to enable users to view the uploaded PDF Files and any other formats, without help of the Desktop based PDF Reader or any other concerned file viewer installed on the desktop.
- xii. Whenever a hardcopy document is taken out of the record room, the information has to be fed in to the system with document id (identified with barcode reader), person taking the document (identified with biometric fingerprint authentication), date and time (taken from the server), contact details of the person, expected return date etc.
- xiii. The software solution should generate extensive audit-trails at each user level All actions like modification, creation, deletion etc. should be logged automatically to audit trail tables in the system's database with date, time and name of the person. All such reports must be exportable to XML, MS-excel, txt, CSV, PDF etc. formats.

13.1 Proposed DMS application should be based on Web-enabled Architecture.

xiv. The IT department (Rajasthan State Data Centre) of Land Record Rajasthan State may connect Tehsil and Block Head Quarter levels in Rajasthan in future. The department may take initiatives to connect the LAN established as per this BID DOCUMENT with another Bidder as part of its proposed plans of upgrading the application software solution to enterprise level. During such initiative, the successful Bidder(s) executing the Modern Record Room project as per this BID DOCUMENT is required to extend necessary technical support as and when required/requested by the department, if this effort falls during the execution of Modern Record Room project including the warranty period.

## **Training**

The scope includes the following:

- i. The Bidders shall provide functional training as well as administrative training to all the stakeholders of the system in manageable batches at each district hq. However, the batch size should be limited to a maximum of 30 persons at a time.
- ii. The training modules pertaining to the DMS software solution shall be the responsibility of the successful DMS application software Bidder. All other modules of the training shall be the responsibility of the Bidder selected for modernization of respective record rooms.
- iii. Before the commencement of the training session, Bidder must prepare a curriculum on the topics that would be covered in the training along with details like duration of each training session, batch size; timings etc. and submit the same to the Board of Revenue for Rajasthan, Ajmer, for approval. Board of Revenue for Rajasthan, Ajmer, may accept or instruct to include additional topics specific to the project such as scanning, tagging and data entry into the Digital Document Management system, Data retrieval, Printouts, Providing citizen services etc.
- iv. Before the commencement of the training session, Bidder must prepare a curriculum on the topics that would be covered in the training along with details like duration of each training session, batch size; timings etc. and submit the same to the Board of Revenue for Rajasthan, Ajmer, for approval. Board of Revenue for Rajasthan, Ajmer, may accept or instruct to include additional topics specific to the project such as scanning, tagging and data entry into the Digital Document Management system, Data retrieval, Printouts, Providing citizen services etc.
- v. Separate batches shall be organized by the Bidder according to different user levels.
- vi. The training shall be conducted at each of the locations with hands-on exposure to various functionalities and operations of the system



- vii. Administrative training shall include administration and fine tuning of server components, user management and security management.
- viii. For the purpose of training, Board of Revenue for Rajasthan, Ajmer, shall provide only basic infrastructure like space and basic furniture. All other cost incurred in providing the training including training material, desktops, LCD projector during the training period, travelling to the training site and back, boarding of the trainer etc is to be taken care by the implementation agency/Bidder.
- ix. Every training session should be accompanied by collection of end user / administrator feedback related to usability, scope of work compliance etc. The bidder have to ensure that all doubts, queries and problems will be sorted out at the time of training session.

## **Technical Requirements of the Software Solution**

The minimum technical requirements of the software solution are described under the following heads.

### **1. Platform**

- i. User Platform Open / Window Based
- ii. The developed system should be web-enabled.
- iii. The developed system should be able to use all the functionalities in Windows 7 Professional or latest OS based desktops.

### **2. Application Development Platform**

- i. The Bidders can propose any Industry Standard Platform/tool/language for application development.
- ii. The application development language shall be object oriented.
- iii. The developers in the development language proposed shall be easily available in the open market e.g. Java/.Net etc.

### **3. Database Platform**

- i. The Bidders can propose any industry standard Database Platform for the solution.

### **4. Minimum Technical Requirements/Specifications**

- i. The minimum specification for the components of the solution is given in “Compliance Matrix”. The supplied solution should comply with all of its clauses.

### **5. User Capacity Requirements**

#### **User Types**

- i. Supervisory User

These users use the application only to view digital documents and for creating reports. The record keeping officer shall be the supervisory user.



## ii. System Administrator

These users shall create the user permissions and other security features of the system through a separate administration module.

The system administrator should be able to provide access rights on documents, folders and metadata based on users and groups. The system should support multiple level access rights like (Delete / Edit / View / Print / Copy or download)

These users are responsible for backup management and fine tuning of the system for optimum performance.

After implementation, this user shall be the contact point for the Bidder to intimate issues in the system and/or request for updates or any other kind of system maintenance.

The system administrator shall also assist the supervisory user for generating reports

## 6. Number of concurrent users at a location

S. No.	User Type	No of concurrent users per location
1	Supervisory User	1
2	System Administrator	1
3	Normal Users	5

## 7. Language Interface

All options and functionalities available in application should be in English & Hindi(Unicode).

### 6.1.7 Warranty Services

The scope towards warranty services shall include the following:

i. The Bidder to provide a detailed Bill of Material of all the material supplied including Software (DMS, Application and System Software etc.)/ Hardware/ Networking Devices/Infrastructure components and others as specified under Compliance Matrix. The components supplied by the Bidder shall cover warranty services as per the table below. The bid cost by the Bidders for each item should include the warranty services as given -

Sl. No.	Item	Warranty Type	Warranty Period
1	Server including all accessories	Onsite warranty	5 years
2	Desktop Computer including all Accessories	Onsite warranty	5 years
3	LAN cabling, I/O etc.	Onsite warranty	5 years
4	24 Port Manageable Switch	Onsite warranty	5 years
5	Barcode Reader including all accessories	Manufacturer's warranty	5 year
6	Barcode Printer including all Accessories	Manufacturer's warranty	5 year
7	Biometric Fingerprint Authentication Device including all Accessories	Manufacturer's warranty	5 year
8	All-in-one B/W Laser Printer A3 Size (MFP) including all accessories excluding consumables	Manufacturer's warranty	5 year
9	Online UPS with battery	Manufacturer's warranty Onsite warranty for UPS and manufacturer's a period of 5 years warranty for batteries	5 years onsite warranty for UPS and 5 years manufacturer's warranty for batteries 5 years
10	Map Cabinet	Onsite warranty	5 years
11	Modular Compactor	Onsite warranty	5 years
12	Modular Slotted Angle Rack	Onsite warranty	5 years
13	Air Conditioning	Manufacturer's warranty for compressor, onsite warranty for other components	5 years Manufacturer's warranty for compressor, 1 year onsite warranty for all other components.
14	Access Control System	Onsite warranty	5 years

Sl. No.	Item	Warranty Type	Warranty Period
15	Detection and Prevention System for Fire and Smoke (Record Room and Server Area)	Onsite warranty	5 years
16	Pest, Insects, Rodent and Rat Repellent System for Records Room and Server Area	Onsite warranty for treatments, manufacturer's warranty for equipments supplied	5 year manufacturer's warranty for equipments supplied. Treatments should be carried out onsite at least once in every 4 months for a period of 5 years.
17	CCTV camera	Onsite warranty	5 years
18	Water dispenser	Onsite warranty	5 years

ii. The document management system application shall also be under 5 year warranty counted after successful implementation (considering all locations). During the warranty period, the Bidder is required to provide bug fixes and patches, upgrades to the software (if any to make it compatible with newer Operating System for example). Warranty should also cover minor modifications to the software as per the requirement.

iii. The warranty services shall be governed by the Service Level Agreements described under the "Service Level Agreements".

iv. The tentative Bill of Material is shown below:

<b>Sr. No.</b>	<b>Item Description</b>	<b>Unit</b>	<b>Approximate Quantity per record room</b>
1	2	3	5
1	All Civil work, renovating the existing record room in the existing tehsil building	Per square feet Carpet area	1000 sq. ft.
2	Aluminum and Glass partition	Per Square Feet	Wherever required
3	False Ceiling	Per Square Feet	Wherever required
4	Cubicle format modular computer workstation excluding chair.	Per set	5 Nos.
5	Computer Chair with arms & rollers	Per unit	5 Nos.
6	Modular work station For administrative officer excluding chair.	Per set	1 No.
7	Office chair with arms & rollers for administrative Officer	Per unit	1 No.
8	Visitors Chairs for administrator officer	Per Unit	4 Nos.
9	Chair waiting personnel (Each unit with seating capacity of 4 people)	Per unit	2 Nos.
10	2 Ton Split Air Conditioner.	Per unit	2 Nos.
11	Entire electrification	Per unit	As per required
12	Electrically operated Water Dispenser having both cold & hot water facility including water container	Per unit	1 No.
13	Access control system (Including biometric fingerprint authentication unit at door).	Per unit	2 Nos.
14	Pest, insects, rodent and rat repellent systems.	1 set per room	2 Nos.
15	Fire and Smoke – Detection and Prevention System.	Per set serving a carpet area of 500sqft. or part thereof	1 No.
16	Map Cabinet with tray type storage area (with minimum height 1900mm and with minimum tray size	Per Unit	1 No.

<b>Sr. No.</b>	<b>Item Description</b>	<b>Unit</b>	<b>Approximate Quantity per record room</b>
1	2	3	5
	900mm wide and 650mm deep).		
17	Modular Compactor Type D2A Comprising of 1 Single Static, 1 Twin Mobile and 1 Single Last Units (Minimum dimensions As per Annexure IV).	Per Unit	1 No.
18	Additional Twin Mobile Unit for Compactor Type D2A.	Per Unit	No. of Units based on the requirements and space available
19	Modular Compactor Type D3A Comprising of 1 Single Static, 1 Twin Mobile and 1 Single Last Units (Minimum dimensions As per Annexure IV).	Per Unit	1 No.
20	Additional Twin Mobile Unit for Compactor Type D3A	Per Unit	No. of Units based on the requirements and space available
21	Modular Compactor Type D4A Comprising of 1 Single Static, 1 Twin Mobile and 1 Single Last Units (Minimum dimensions As per Annexure IV).	Per Unit	1 No.
22	Additional Twin Mobile Unit for Compactor Type D4A	Per Unit	No. of Units based on the requirements and space available
23	Modular Slotted Angle Racks for hard copy document storage with minimum 4 adjustable horizontal partitions giving 5 loading levels of following size: Minimum Height 1900mm Width as per the record room size with 900mm Minimum Depth 380mm	Per meter width	6 Nos.

<b>Sr. No.</b>	<b>Item Description</b>	<b>Unit</b>	<b>Approximate Quantity per record room</b>
1	2	3	5
24	Server including Server OS and Antivirus/Antispyware software	Per unit	1 No.
25	5 KVA Online UPS with Battery giving 1 hours battery backup / 4 hour battery backup when run on full load	Per set	1 No.
26	Desktop Computer including OS and Antivirus/Antispyware Software	Per unit	5 Nos.
27	All-in-one B/W A3 Laser Printer (MFP)	Per unit	1 No.
28	Barcode Reader	Per unit	2 Nos.
29	Barcode Printer	Per unit	1 No.
30	Biometric Finger print Authentication Device	Per unit	6 Nos.
31	LAN with all accessories including 24 port Manageable Switch, LAN cabling, cable casing etc.	Per location	1
32	External Hard Disk 1 TB	Per Unit	2 No.
33	CCTC Camera & DVR	Per Location	6 Camera & 1 DVR
34	Indexing, Barcode tagging of hard copies of records (Any size) and populating into the database	Per document	5,000 documents
35	Scanning, post scanning treatment, metadata(keywords) creation (A4 Size) and populating into the database	Per sheet	50,000 sheets
36	Scanning, post scanning treatment, metadata(keywords) creation (A3 Size) and populating into the database	Per sheet	10,000 sheets
37	Scanning, post scanning treatment, metadata(keywords) creation (A2 Size) and populating into the database	Per sheet	1,000 sheets
38	Scanning, post scanning treatment, metadata(keywords) creation (A1 Size) and populating into the database	Per sheet	500 sheets

<b>Sr. No.</b>	<b>Item Description</b>	<b>Unit</b>	<b>Approximate Quantity per record room</b>
1	2	3	5
38	Scanning, post scanning treatment, metadata(keywords) creation (A0 Size) and populating into the database	Per sheet	250 sheets
39	Data entry (Hindi(Unicode) / English)	Per 1,000 character including white (spaces)	1,00,000 characters
40	Design, development, testing, implementation, commissioning and warranty services for 5 years for a Document Management System software to facilitate easy management of the storage, easy retrieval of the records. Cost includes supply, configuration implementation and hardware of and database software and all other software components required by the solution over and above the software and hardware components listed as part of other items in this BID DOCUMENT. Cost also includes training as detailed in this BID DOCUMENT	Consolidated bid for all 314 locations	1

## **Terms & Conditions of Contract**



# TERMS AND CONDITIONS OF CONTRACT

## 1 Code of Integrity—

(A) Any person participating in the procurement process shall,-

- i. not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- ii. not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- iii. not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- iv. not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- v. not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- vi. not obstruct any investigation or audit of a procurement process;
- vii. disclose conflict of interest, if any; and
- viii. disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring Entity.

(B) Conflict of Interest: A conflict of interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

**A Bidder may be considered to be in conflict of interest with one or more parties in this bidding process if, including but not limited to:**

- i. have controlling partners/ share holders in common; or
- ii. receive or have received any director in direct subsidy from any of them ;or
- iii. have the same legal representative for purposes of this Bid; or
- iv. have a relationship with each other, directly or through common third parties, that puts the bidder in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding this bidding process; or
- v. the Bidder participates in more than one Bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
- vi. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Works that are the subject of the Bid; or

vii. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as Engineer-in-charge/consultant for the contract.

**(C)** The Bidder shall have to give a declaration regarding compliance of the Code of Integrity prescribed in the Act, the Rules and stated above in this Clause along with its Bid.

**(D)** Breach of Code of Integrity by the Bidder:- Without prejudice to the provisions of Chapter IV of the Rajasthan Transparency in Public Procurement Act, in case of any breach of the Code of Integrity by a Bidder or prospective Bidder, as the case may be, the Procuring Entity may take appropriate action in accordance with the provisions of sub-section (3) of section 11 and section 46 of the Act.

2. **Qualification of bidder :-** (1) A procuring entity may determine and apply one or more of the requirements specified in sub-section (2) for a bidder to be qualified for participating in a procurement process.

(2) Any bidder participating in the procurement process shall –

(a) possess the necessary professional, technical, financial and managerial resources and competence required by the bidding documents, pre-qualifications documents or bidder registration documents, as the case may be, issued by the procuring entity;

(b) have fulfilled his obligation to pay such of the taxes payable to the Central Government or the State Government or any local authority as may be specified in the bidding documents, pre-qualification documents or bidder registration documents;

(c) not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;

(d) not have, and their directors and officers not have, been convicted of any criminal offence related to their professional conduct or the making false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;

(e) not have a conflict of interest as may be prescribed and specified in the pre-qualification documents, bidder registration documents or bidding document, which materially affects fair competition;

(f) fulfill any other qualifications as may be prescribed.

(3) Subject to the right of bidders to protect their intellectual property or trade secrets the procuring entity may require a bidder to provide any such information or declaration as it co

(a) the procuring entity shall disqualify a bidder if it finds at any time that , -

(i) the information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation; and

(ii) the information submitted, concerning the qualifications of the bidder, was materially

inaccurate or incomplete; or

(b) the procuring entity may require a bidder, who was pre-qualified, to demonstrate its qualifications again in accordance with the same criteria used to prequalify such bidder. The procuring entity shall disqualify any bidder that fails to demonstrate its qualifications again, if requested to do so. The procuring entity shall promptly notify each bidder requested to demonstrate its qualifications again as to whether or not the bidder has done so to the satisfaction of the procuring entity.

- 3. Eligibility of bidders :-** (1) A bidder may be a natural person, private entity, government-owned entity or, where permitted in the bidding documents, any combination of them with a formal intent into an agreement or under an existing agreement in the form of a Joint Venture. In the case of a Joint Venture:-
- (a) all parties to the Joint Venture shall sign the bid and they shall be jointly and severally liable; and
  - (b) a Joint Venture shall nominate a representative who shall have the authority to conduct all business for and on behalf of any or all the parties of the Joint Venture during the bidding process. In the event the bid of Joint Venture is accepted, either they shall form a registered Joint Venture company/ firm or otherwise all the parties to Joint Venture shall sign the Agreement.
- (2) A bidder should not have a conflict of interest in the procurement in question as stated in rule 81 and the bidding documents. The procuring entity shall take appropriate actions against the bidder in accordance with section 11 and Chapter IV of the act, if it determines that a conflict of interest has flawed the integrity of any procurement process. All bidders found to have a conflict of interest shall be disqualified.
- (3) A bidder debarred under section 46 shall not be eligible to participate in any procurement process undertaken by, -
- (a) any procuring entity, if debarred by the State Government; and
  - (b) a procuring entity if debarred by such procuring entity.
- (4) In case of procurement of goods, bidder must be a manufacturer, distributor or bona-fide dealer in the goods and it shall furnish necessary proof for the same in the specified format. Where applicable, proof of authorization by the manufacturer of country distributor in India, shall be enclosed.

#### **4. Performance Security**

Performance Security shall be solicited from all successful Bidders except State Govt. Departments and undertakings, corporations, autonomous bodies, registered societies, co-operative societies which are owned or controlled or managed by the State Government and undertakings of Central Government. However, a Performance Security Declaration shall be taken from them. The State Government may relax the provision of Performance Security in particular procurement.

- (i) The amount of Performance Security shall be ten percent, of specified in the BDS, of the amount of the Work order. The currency of Performance Security shall be Indian Rupees.
- (ii) If the Bid, which results in the lowest evaluated bid price, is seriously unbalanced or front loaded in the opinion of the Procuring Entity, the Procuring Entity may require the Bidder to produce

detailed price analysis for any or all items of the Bill of Quantities , to demonstrate the internal consistency of those prices with the construction methods and schedule proposed. After evaluation of the price analysis, taking into consideration , the schedule of estimated Contract payments, the Procuring Entity may require that the amount of the performance security be increased ( to a maximum of 20% of the bid value of such items) at the expense of the Bidder to a level sufficient to protect the Procuring Entity against financial loss in the event of default of the successful Bidder under the Contract.

(iii) Performance Security shall be furnished in one of the following forms as applicable-

(a) Deposit through eGRAS; or

(b) Bank Draft or Banker's Cheque of a Scheduled Bank in India; or

(c) National Savings Certificates and any other script/ instrument under National Savings Schemes for promotion of small savings issued by a Post Office in Rajasthan, if the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of Bid and formally transferred in the name of the Procuring Entity with the approval of Head Post Master; or

(d) Bank guarantee. It shall be got verified from the issuing bank. Other conditions regarding bank guarantee shall be same as specified in ITB Clause 3.10 [Bid Security]; or

(e) Fixed Deposit Receipt (FDR) of a Scheduled Bank. It shall be in the name of the Procuring Entity on account of Bidder and discharged by the Bidder in advance. The Procuring Entity shall ensure before accepting the Fixed Deposit Receipt that the Bidder furnishes an undertaking from the bank to make payment/ premature payment of the Fixed Deposit Receipt on demand to the Procuring Entity without requirement of consent of the Bidder concerned. In the event of forfeiture of the Performance Security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit.

(iv) Performance Security furnished shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Bidder, including operation and / or maintenance and defect liability period, if any.

(v) Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Procuring Entity may award the Contract at the rates of the lowest Bidder to the next lowest evaluated Bidder whose offer is substantially responsive and is determined by the Procuring Entity to be qualified to perform the Contract satisfactorily.

(vi) Forfeiture of Performance Security: Amount of Performance Security in full or part may be forfeited in the following cases:-

(a) when the Bidder does not execute the agreement in accordance with provisions of award of contract within the specified time after issue of letter of acceptance; or

(b) when the Bidder fails to commence the Works as per Work order within the time specified; or

(c) when Bid fails to complete Contracted Works satisfactorily within the time specified; or

(d) when any terms and conditions of the contract is breached; or

- (e) to adjust any established dues against the Bidder from any other contract with the Procuring Entity; or
- (f) if the Bidder breaches any provision of the Code of Integrity prescribed for Bidders specified in the Act and Chapter VI of the Rules
- (g) Notice of reasonable time will be given in case of failure of Performance Security. The decision of the Procuring Entity in this regard shall be final.

## **5 Warranty Period**

- (i) Warranty services are required to be carried out as per section - "Warranty Services" under Section- "Scope of Work".
- (ii) The warranty services shall be governed by the Service Level Agreements described under the section - "Service Level Agreements".

## **6 Conditional offers by the Bidders**

Any bid containing conditional offers shall be summarily rejected outright.

## **7 Late Bid offers**

Any proposal received after the last date and time mentioned in the data sheet for receipt of proposal shall be rejected outright.

8 All bids shall remain valid for a period of 120 days after the date of opening of the financial bid by BOARD OF REVENUE FOR RAJASTHAN, AJMER. BOARD OF REVENUE FOR RAJASTHAN, AJMER reserves the right to reject a bid having the bid validity shorter than 120 days considering as non-responsive without any correspondence.

9 In special circumstances, BOARD OF REVENUE FOR RAJASTHAN, AJMER may solicit extension of the period of validity from a Bidder. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder shall be unconditional. The BID SECURITY provided shall also be sufficiently extended. However, a Bidder may refuse the request without forfeiting the BID SECURITY. A Bidder granting extension of validity will not be permitted to modify its technical or financial bid.

## **10 Negotiations:-**

To the extent possible, no negotiations shall be conducted after the pre-Bid stage. All clarifications needed to be sought shall be sought in the pre-Bid stage itself. Negotiations may, however, be undertaken only with the lowest Bidder under the following circumstances-

- i. When ring prices have been quoted by the Bidders for the subject matter of procurement; or
- ii. When the rates quoted vary considerably and considered much higher than the prevailing market rates.

- iii. The Bid evaluation committee shall have full powers to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.
- iv. The lowest Bidder shall be informed about negotiations in writing either through messenger or by registered letter and e-mail (if available). A minimum time of seven days shall be given for calling negotiations. In case of urgency the Bid evaluation committee, after recording reasons, may reduce the time, provided the lowest Bidder has received the intimation and consented to holding of negotiations.
- v Negotiations shall not make the original offer made by the Bidder inoperative. The Bid evaluation committee shall have option to consider the original offer in case the Bidder decides to increase rates originally quoted or imposes any new terms or conditions.
- vi In case of non-satisfactory achievement of rates from lowest Bidder, the Bid evaluation committee may choose to make a written counter offer to the lowest Bidder and if this is not accepted by him, the committee may decide to reject and re-invite Bids or to make the same counter-offer first to the second lowest Bidder, then to the third lowest Bidder and so on in the order of their initial standing in the bid evaluation and work order be awarded to the Bidder who accepts the counter-offer.
- vii In case the rates even after the negotiations are considered very high, fresh Bids shall be invited.

## **11 Bid Currency**

All prices shall be quoted in Indian Rupees.

## **12 Intellectual Property Rights**

All intellectual property rights for the work performed under this Bid as far as data is concerned shall lie with Board of Revenue for Rajasthan, Ajmer,. This clause is applicable to all data in any form or format procured, processed, scanned or produced under this Bid by the Bidder. The Bidder shall not use such data for any other purpose during and after the term of contract. In no cases, any document provided by the department is taken out of the space provided brand new, including all components and accessories.

## **13 Indemnity**

Bidder shall indemnify, protect and save Board of Revenue for Rajasthan, Ajmer, against all claims, proceeding, liabilities, losses, costs (including legal costs), damages, expenses and action suits, resulting from brand new, including all components and accessories. All hardware and infringement of any patent, trademarks, copyrights, any other statutory infringements in respect of all the hardware/software supplied by him or expenses whatsoever arising out of or resulting from any loss or damage to the property or personnel of Board of Revenue for Rajasthan, Ajmer, relating to the performance of the Project whether or not such loss or damage is caused or contributed to by negligence or other default of Bidder or their Authorized User.

## 14 Publicity

Any publicity by the Bidder in which the name of board of Revenue for Rajasthan, Ajmer, is to be used should be done only with and after the explicit written permission of the board of Revenue for Rajasthan, Ajmer.

## 15 Guarantees

Bidders should guarantee that the software supplied to Board of Revenue for Rajasthan, Ajmer, offices and to any other location as part of the contract mentioned in this Bid are licensed and legally obtained. In the case of hardware systems and any peripherals supplied, the Bidders should guarantee that they are brand new, including all components and accessories. All hardware and software must be supplied with their originals along with complete original printed documentation and licenses. All products supplied should conform to respective ISO/BIS standards.

## 16. Debarment from bidding :- (1) A bidder shall be debarred by the State Government if he has been convicted of an offence –

(a) under the Prevention of Corruption Act, 1988(Central Act No.49 of 1988); or

(b) under the Indian Penal Code, 1860 (Central Act No. 45 of 1860) or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.

(2) A bidder debarred under sub-section(1) shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date on which he was debarred.

(3) If a procuring entity finds that a bidder has breached the code of integrity prescribed it terms of section 11, it may debar the bidder for period not exceeding three years.

(4) Where the entire bid security or the entire performance security or any substitute thereof , as the case may be, of a bidder has been forfeited by a procuring entity in respect of any procurement process or contract, the bidder may be debarred from participating in any procurement process undertaken by the procuring entity for a period not exceeding three years.

(5) The State Government or a procuring entity, as the case may be, shall not debar a bidder under this section unless such bidder has been given a reasonable opportunity of being heard.

## 17 Force Majeure

### A. Definition of Force Majeure--

In this Sub-Clause, "Force Majeure" means an exceptional event or circumstance:

- i. which is beyond a Party's control,
- ii. which such Party could not reasonably have provided against before entering into the Contract,



- iii. which, having arisen, such Party could not reasonably have avoided or overcome, and
- iv. which is not substantially attributable to the other Party.

**B.** Force Majeure may include, but is not limited to, exceptional events or circumstances of the kind listed below, so long as conditions (i) to (iv) above are satisfied:

- a. war, hostilities (whether war be declared or not), invasion, act of foreign enemies,
- b. rebellion, terrorism, sabotage by persons other than the Contractor's Personnel, revolution, insurrection, military or usurped power, or civil war,
- c. riot, commotion, disorder, strike or lockout by persons other than the Contractor's Personnel,
- d. munitions of war, explosive Materials, ionizing radiation or contamination by radio-activity, except as may be attributable to the Contractor's use of such munitions, explosives, radiation or radio-activity, and
- e. natural catastrophes such as earthquake, hurricane, typhoon or volcanic activity.

**C.** If a Party is or will be prevented from performing its substantial obligations under the Contract by Force Majeure, then it shall give notice to the other Party of the event or circumstances constituting the Force Majeure and shall specify the obligations, the performance of which is or will be prevented. The notice shall be given within 14 Days after the Party became aware, or should have become aware, of the relevant event or circumstance constituting Force Majeure.

**D.** The Party shall, having given notice, be excused performance of its obligations for so long as such Force Majeure prevents it from performing them.

**E.** Notwithstanding any other provision of this Sub-Clause, Force Majeure shall not apply to obligations of either Party to make payments to the other Party under the Contract.

**F.** Notwithstanding the provisions of the Bid, the Bidder shall not be liable for forfeiture of his performance guarantee, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

## **18 Resolution of Disputes**

- Any and all disputes or differences between the Parties arising out of or in connection with this Contract or its performance shall, so far as it is possible, be settled amicably through direct informal negotiation between the Parties.
- If after 30 (thirty) days of consultation or before, the department and the successful Bidder have failed to reach an amicable settlement, on any or all disputes or differences arising out of or in connection with this Contract or its performance, It shall be referred to The Chairman, Revenue Board, Rajasthan, Ajmer, who shall be the sole arbitrator.



- In case of non acceptance of the Board of Revenue for Rajasthan, Ajmer, decision, either party may request that the dispute to be referred to arbitrator(s) in accordance with the Arbitration and Conciliation Act, 1996. All Arbitration proceedings shall be held at Ajmer, Rajasthan and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.
- In case the issues are not resolved in the arbitration proceedings then further legal action by the parties shall be referred and restricted to the jurisdiction of the Court in Ajmer, Rajasthan.

## **19 Redressal of Grievances during Procurement Process (Appeals)**

Any grievance of a Bidder pertaining to the procurement process shall be by way of filing an appeal to the First or Second Appellate Authority, as the case may be, as specified in the BDS, in accordance with the provisions of chapter III of the Act and chapter VII of the Rules and as given in Appendix “A” of this section.

## **20 Right to Accept Any Offer and to Reject Any or All Offers**

Board of Revenue for Rajasthan, Ajmer, reserves the right to accept or reject any offer, and to declare the Bidding process invalid, and to reject all Bids at any time prior to award of contract, without thereby incurring any liability to the participated Bidder(s) or any obligation to inform the Bidder(s) regarding the decision.

## **21 Risk Purchase Clause**

In the event of the successful Bidder fails to execute the project as stipulated under– “Work Completion Requirements” and– “Review and Monitoring System” in the required qualities and/or functionalities, Board of Revenue Rajasthan, Ajmer, reserves the right to procure similar services in whole or in part from any alternate sources at the risk, cost and responsibility of the successful Bidder.

## **22 Termination for convenience**

Board of Revenue Rajasthan, Ajmer, reserves the right to terminate the contract in whole or in part and convenience if required. Prior written notice shall be issued to the Bidder stating the reason for termination. The extent to which the contract is terminated and date, on which such termination becomes effective, shall also be mentioned. Board of Revenue for Rajasthan, Ajmer, shall also have the right to enter into an agreement with any other third party Bidder for taking the project forward or for maintenance of the project and shall in no way be answerable to the Bidder for such decision. For such termination the Exit Management given in the bid document shall be referred.

## **23 Ownership of resources supplied**

At any time during or after this project, all resources supplied as part of this project shall belong to the department. This includes all hardware supplied, all software supplied (custom and

COTS), data/information built during the project, all infrastructure developed/supplied including all networking.

## **24 Work Completion Requirements**

- (i) The Bidders are required to complete the work at a location within 9 (Nine) months computed starting from the date of issue of work order for the corresponding location.
- (ii) The Bidder is also required to submit a Project Plan for the execution of the project within 10 days of the receipt of work order. Upon acceptance of the project plan from Board of Revenue for Rajasthan, Ajmer, the Bidder need to execute the project as per the schedules and milestones stated in the project plan.
- (iii) The proposed Brands for an individual items is mentioned against each in the “Compliance Matrix”, the bidder is expected to follow it and ensure high quality of products supplied.
- (iv) Any delay from Bidder’s part in execution of work shall attract penalties as per section - “Service Level Agreements”.

24(a) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Bidding Document.

## **25. Acceptance of the successful Bid and award of contract**

(i) The Procuring Entity after considering the recommendations of the Bid Evaluation Committee and the conditions of Bid, if any, financial implications, samples, test reports, etc., shall accept or reject the successful Bid.

(ii) Before award of the Contract, the Procuring Entity shall ensure that the price of successful Bid is reasonable and consistent with the required specifications.

(iii) A Bid shall be treated as successful only after the competent authority has approved the procurement in terms of that Bid.

(iv) The Procuring Entity shall award the contract to the Bidder whose offer has been determined to be the lowest in accordance with the evaluation criteria set out in the Bidding Document if the Bidder has been determined to be qualified to perform the contract satisfactorily on the basis of qualification criteria fixed for the Bidders in the Bidding Document for the subject matter of procurement.

(v) Prior to the expiration of the period of validity of Bid, the Procuring Entity shall inform the successful Bidder in writing, by registered post or email, that its Bid has been accepted.

(vi) If the issuance of formal letter of acceptance (LOA) is likely to take time, in the meanwhile a Letter of Intent (LOI) may be sent to the Bidder. The acceptance of an offer is complete as soon as the letter of acceptance or letter of intent is posted and/ or sent by email (if available) to the address of the Bidder given in the Bidding Document.

(vii) In the written intimation of acceptance of its Bid sent to the successful Bidder, it shall also be requested to execute an agreement in the format given in the Bidding Document on a non-judicial stamp of requisite value at his cost and deposit the Performance Security or a Performance Security Declaration, if applicable, within fifteen days from the date on which the LOA or LOI is dispatched to the Bidder. In case the successful Bidder is a JV still to be legally constituted, all parties to the JV shall sign the Agreement.

(viii) If the Bidder, whose Bid has been accepted, fails to sign a written procurement contract or fails to furnish the required Performance Security or Performance Security Declaration within the specified time period, the Procuring Entity shall forfeit the Bid security of the successful Bidder / execute the Bid Securing Declaration and take required action against it as per the provisions of the Act and the Rules. The Procuring Entity may, in such case, cancel the procurement process or if it deems fit, offer for acceptance on the rates of lowest Bidder to the next lowest responsive Bidder.

ix The Bid Security, if any, of the Bidders whose Bids could not be accepted shall be refunded soon after the contract with the successful Bidder is signed and his Performance Security is obtained. Until a formal contract is executed, LOA or LOI shall constitute a binding contract.

## **26 Joint Venture or Consortium**

**a)** If the Supplier/ Bidder is a joint venture, consortium all of the parties shall be jointly and severally liable to the BOR, Ajmer for the fulfilment of the provisions of the contract and prime bidder to act as a leader with authority to bind the joint venture, consortium.

**b)** The composition or the constitution of the joint venture, consortium, shall not be altered without the prior consent of the BOR, Ajmer .

**c)** Any change in the constitution of the firm, etc. shall be notified forth with by the contractor in writing to the Registrar, BoR and such change shall not relieve any former member of the firm, etc., from any liability under the contract.

**d)** No new partner/ partners shall be accepted in the firm by the bidder in respect of the contract unless he/they agree to abide by all its terms, conditions and deposits with the BOR, Ajmer a written agreement to this effect. The bidder receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.

e) No new consortium agreement shall be allowed during the project period.

f) In Consortium, all the members shall be equally responsible to complete the project as per their roles & responsibilities; however prime partner shall give an undertaking for the successful completion of the overall project. In case of any issues, Prime partner is the responsible person for all the penalties.

g) The prime bidder is required to do majority (>50%) of the work. However, the prime bidder and consortium partner is jointly and severely liable for the entire scope of work and risks involved thereof.

h) The non-prime bidder (consortium partner) is liable for the scope of work for which they are responsible along with the prime bidder.

i) Any change in the consortium at a later date will not be allowed without prior permission from the BOR, Ajmer .

**27 Acceptability Module:--** Each and every stage of work will be monitored, checked and verified by the concerned district verification committee as soon as possible to ensure the required quality of work. If any job/work is not performed as per the norm of this bid / upto the satisfaction of committee, the bidder is require to make correction/redo the work.

**28. Payment Terms** - The payment shall be made only after successful completion of an individual stage as defined in execution framework section of the bid. The work will be carried out by successful bidder/ bidders at various tehsil locations simultaneously and payment for a particular work stage of a tehsil shall be made by the respective district collectors only after ensuring that work of that stage in a tehsil is completed with required quality, checked by the district verification committee (to be formed as per the directions of the BoR). However the BoR shall also sent team of officers for quality check time to time on random basis,

## **29. Exit Management**

### **a) Preamble**

- i. The word 'parties' include the BoR and the selected sole bidder/prime bidder.
- ii. This Schedule sets out the provisions, which will apply on expiry or termination of the Project Implementation and Operations and Management of SLA.
- iii. In the case of termination of the Project Implementation and/ or Operation and Management SLA due to illegality, the Parties shall agree at that time whether, and if so during what period, the provisions of this Schedule shall apply.
- iv. The Parties shall ensure that their respective associated entities carry out their respective obligations set out in this Exit Management Schedule.

### **b) Transfer of Assets**

i. The selected sole bidder/prime bidder may continue work on the assets for the duration of the exit management period which may be a 30 days period from the date of expiry or termination of the agreement, if required by BoR to do so. During this period, the selected sole bidder/prime bidder will transfer all the assets in good working condition and as per the specifications of the bidding document including the ones being upgraded to the department/ designated agency. The performance security submitted by selected sole bidder/lead bidder will only be returned after the successful transfer of the entire project including its infrastructure.

ii. The selected sole bidder/prime bidder, if not already done, will transfer all the Software Licenses under the name of the BoR during the exit management period.

iii. BoR during the project implementation phase and the operation and management phase shall be entitled to serve notice in writing to the selected sole bidder/lead bidder at any time during the exit management period requiring the selected sole bidder/lead bidder to provide BoR or its nominated agencies with a complete and up-to-date list of the assets within 30 days of such notice.

iv. Upon service of a notice, as mentioned above, the following provisions shall apply:

a. In the event, if the assets which to be transferred to BoR mortgaged to any financial institutions by the selected sole bidder/lead bidder, the selected sole bidder/lead bidder shall ensure that all such liens and liabilities have been cleared beyond any doubt, prior to such transfer. All documents regarding the discharge of such lien and liabilities shall be furnished to BoR or its nominated agencies.

b. All title of the assets to be transferred to BoR or its nominated agencies pursuant to clause(s) above shall be transferred on the last day of the exit management period. All expenses occurred during transfer of assets shall be borne by the selected sole bidder/lead bidder.

c. That on the expiry of this clause, the selected sole bidder/lead bidder and any individual assigned for the performance of the services under this clause shall handover or cause to be handed over all confidential information and all other related material in its possession, including the entire established infrastructure supplied by selected sole bidder/lead bidder to BoR.

d. That the products and technology delivered to BoR during the contract term or on expiry of the contract duration should not be sold or re-used or copied or transferred by selected sole bidder/lead bidder to other locations apart from the locations mentioned in the this bidding document without prior written notice and approval of BoR. Supplied hardware, software & documents etc., used by selected sole bidder/lead bidder for BoR shall be the legal properties of BoR or its nominated agencies.

**c) Cooperation and Provision of Information during the exit management period**

i. The selected sole bidder/lead bidder will allow BoR or its nominated agencies access to the information reasonably required to define the current mode of operation associated with the provision of the services to enable BoR or its nominated agencies to assess the existing services being delivered.

lii The selected sole bidder/lead bidder shall provide access to copies of all information held or controlled by them which they have prepared or maintained in accordance with the Project Implementation, the Operation and Management SLA and SOWs relating to any material aspect of the services provided by the selected sole bidder/lead bidder. BOR or its nominated agencies shall be entitled to copy all such information comprising of details pertaining to the services rendered and other performance data. The selected sole bidder/lead bidder shall permit BoR or its nominated agencies and/ or any replacement operator to have reasonable access to its employees and facilities as reasonably required

by BoR or its nominated agencies to understand the methods of delivery of the services employed by the selected sole bidder/lead bidder and to assist appropriate knowledge transfer.

#### **d) Confidential Information, Security and Data**

The selected sole bidder/lead bidder will promptly on the commencement of the exit management period supply to BoR or its nominated agencies the following:

- i. Documentation relating to Intellectual Property Rights;
- ii. Project related data and confidential information;
- iii. All current and updated data as is reasonably required for purposes of BoR or its nominated agencies transitioning the services to its replacement selected sole bidder/lead bidder in a readily available format nominated by BoR or its nominated agencies; and
- iv. All other information (including but not limited to documents, records and agreements) relating to the services reasonably necessary to enable BoR or its nominated agencies, or its replacement operator to carry out due diligence in order to transition the provision of the services to BoR or its nominated agencies, or its replacement operator (as the case may be).
- v. Before the expiry of the exit management period, the selected sole bidder/lead bidder shall deliver to BoR or its nominated agencies all new or up-dated materials from the categories set out above and shall not retain any copies thereof, except that the selected sole bidder/lead bidder shall be permitted to retain one copy of such materials for archival purposes only.

#### **e) Transfer of certain agreements**

- i. On request by Procuring entity or its nominated agencies, the selected sole bidder/prime bidder shall effect such assignments, transfers, innovations, licenses and sub-licenses as Procuring entity or its nominated agencies may require in favour of procuring entity or its nominated agencies, or its replacement operator in relation to any equipment lease, maintenance or service provision agreement between selected sole bidder/lead bidder and third party lessors, operators, or operator, and which are related to the services and reasonably necessary for carrying out of the replacement services by BoR or its nominated agencies, or its replacement operator.
- ii. Right of Access to Premises: At any time during the exit management period and for such period of time following termination or expiry of the SLA, where assets are located at the selected sole bidder/lead bidder's premises, the selected sole bidder/lead bidder will be obliged to give reasonable rights of access to (or, in the case of assets located on a third party's premises, procure reasonable rights of access to BoR or its nominated agencies, and/ or any replacement operator in order to inventory the assets.

#### **f) General Obligations of the selected sole bidder/lead bidder**

- i. The selected sole bidder/lead bidder shall provide all such information as may reasonably be necessary to effect as seamless during handover as practicable in the circumstances to BoR or its nominated agencies or its replacement operator and which the operator has in its possession or control at any time during the exit management period.



ii. The selected sole bidder/lead bidder shall commit adequate resources to comply with its obligations under this Exit Management Clause.

**g) Exit Management Plan**

i. The selected sole bidder/lead bidder shall provide BoR or its nominated agencies with a recommended exit management plan ("Exit Management Plan") which shall deal with at least the following aspects of exit management in relation to the SLA as a whole and in relation to the Project Implementation, the Operation and Management SLA and SOWs.

li A detailed program of the transfer process that could be used in conjunction with a replacement operator including details of the means to be used to ensure continuing provision of the services throughout the transfer process or until the cessation of the services and of the management structure to be used during the transfer; and

lii Plans for the communication with such of the selected sole bidder/lead bidder's, staff, suppliers, customers and any related third party as are necessary to avoid any material detrimental impact on BoR operations as a result of undertaking the transfer; and

lv If applicable, proposed arrangements and Plans for provision of contingent support in terms of business continuance and hand holding during the transition period, to RISL or its nominated agencies, and Replacement Operator for a reasonable period, so that the services provided continue and do not come to a halt.

V The Sole bidder/lead bidder shall re-draft the Exit Management Plan annually after signing of contract to ensure that it is kept relevant and up to date.

Vi Each Exit Management Plan shall be presented by the selected sole bidder/lead bidder to and approved by BoR or its nominated agencies.

vi. In the event of termination or expiry of SLA, Project Implementation, Operation and Management SLA or SOWs each party shall comply with the Exit Management Plan.

vii. During the exit management period, the selected sole bidder/lead bidder shall use its best efforts to deliver the services.

ix. Payments during the Exit Management period shall be made in accordance with the Terms of Payment (As per stages defined in execution framework) Clause.

x. It would be the responsibility of the selected sole bidder/lead bidder to support new operator during the transition period.

**Appendix A: Grievance Handling Procedure during Procurement Process**

**(Appeals)**

**(1) Filing an appeal.-** If any Bidder or prospective Bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued there under, he may file an appeal to First or Second Appellate Authority, as the case may be, as may be designated for the purpose, within a period of ten days or such other period as may be specified in the pre-qualification documents, Bidder registration documents or Bidding documents, as the case may be, from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on

which he feels aggrieved:

Provided that after the declaration of a Bidder as successful in terms of section 27 of the Act, the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a Procuring Entity evaluates the technical Bid before the opening of the financial Bid, an appeal related to the matter of financial Bid may be filed only by a Bidder whose technical Bid is found to be acceptable.

**(2) Appeal not to lie in certain cases.-** No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) determination of need of procurement;
- (b) provisions limiting participation of Bidders in the Bid process
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) applicability of the provisions of confidentiality.

**(3) Form of Appeal.-**

- (a) An appeal under sub-section (1) or (4) of section 38 shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.

**(4) Fee for filing appeal.-**

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's Cheque of a Scheduled Bank payable in the name of Appellate Authority concerned.

**(5) Procedure for disposal of appeals.-**

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,-
  - (i) hear all the parties to appeal present before him; and
  - (ii) peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall be placed on the State Public Procurement Portal.



**FORM No. 1 [See rule83]**

**Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012**

Appeal No .....of .....

Before the ..... (First / Second Appellate Authority)

• **Particulars of appellant:**

(i) Name of the appellant:

(ii) Official address, if any:

(iii) Residential address:

2. Name and address of the respondent(s):

(1).

(2).

(3).

3. Number and date of the order appealed against and name and designation of the officer / authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:

4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:

5. Number of affidavits and documents enclosed with the appeal:

6. Grounds of appeal:

.....

.....

.....(Supported by an affidavit)

7. Prayer:

.....

.....

Place ..... Date

.....

Appellant's Signature

## **Execution Framework**

## Execution Framework

S.N o.	Phase s	No. of Distri ct	No of Tehsils	Financial Year in which work is to be done
1.	i	11	118 Tehsils (36 partially + 82 Fully)	2015-16
2.	ii	13	130	Tentatively in 2016-17
3.	iii	09	66	Tentatively in 2017-18
<b>Note :- 1. Name of district and tehsils are at Annexure- “B”</b>				

### Stages of work at various locations -

- (i) Civil work, False ceiling (Wherever required) and electrification work.
- (ii) Compactor, map cabinet etc. installation.
- (iii) Modular furniture and IT hardware supply & installation.
- (iv) Document Scanning, indexing etc. work.
- (v) Training and capacity building.

**Here location stands for each and every tehsils and payment shall be made on successful completion of an individual stage.**

## **Format for Technical Bid**

**1. All bids should adhere to the formats given below.**

Bids not in the format mentioned shall be summarily rejected considering non responsive. The Bidders should expand the sections to the required detail levels. It is expected that Bidders will explain the solution neither too short nor too elaborative. Concise and crisp explanations are welcomed. Details given in red color with angle brackets and underline are instructions to the Bidder and are to be replaced by relevant information/text or document attachment.

**2. Bid form and Covering Letter**

Date: <Insert Date>  
Ref No: <Insert Letter Reference No>  
Bid Ref. No: <Insert Bid Ref No>

To,  
Board of Revenue for Rajasthan,  
Ajmer,

Dear Sir,

I <full name in capital letters>, the <Managing Partner/Managing Director/Authorized Signatory>, for the <establishment/firm/registered company/Joint Venture/Consortium> named <Write Full Name of the Company / Write Consortium/Joint Venture with Company Name as Prime Bidder> having its registered office in <Complete Address of Registered Office/Write Complete Address of Prime Bidder in case of Consortium Joint Venture> do hereby offer to provide our services for the work "Construction of Modern Record Rooms in ---- locations of Rajasthan", which include the following scope of work with details mentioned in this BID DOCUMENT:

- Construction of Modern Record Rooms in 314 locations of Rajasthan in existing departmental building. This includes all civil work involved for renovating the existing record room, electrification including earthing, procurement and installation of interiors, furniture, lighting, air conditioning in systems area, access control system, pest/insects repellent systems, Electrically operated Water Dispenser (Hot and Cold both) and all other infrastructure required for establishment and running the proposed Modern Record Room.
- Setting up of a Physical Storage Area within the Modern Record Room for physical storage of maps and records.
- a. Supply and installation of Modular Compactors of adequate strength for storage of hard copy records sizing A4/A3.
- b. Supply and installation of Modular Map Cabinets of adequate strength for storage of hard

copy maps sizing A1.

- c. Supply and installation of Modular Slotted Angle Racks of adequate strength for storage of hard copy records sizing A4 and A3.

### 3. Setting up of an Operational Area within the Modern Record Room

- a. Design, development, testing, implementation, commissioning and maintenance of a Document Management System software to facilitate easy management of the storage, easy retrieval of the records and should comply with the requirements as mentioned under Section – Technical Requirements.
- b. Perform Indexing and Barcode tagging of hard copies of records.
- c. Perform Scanning of records and Digital Storage for easy retrieval, printing
- d. Perform Data entry of important documents in the database format
- e. Procurement, installation and configuration of servers, desktops, networking and all other IT infrastructure required for implementation and running of document management system.

4. Setting up a public services area within the Modern Record Room for waiting/reception etc.

5. Train the department staff in all aspects of management, operation and maintenance of the supplied solution as mentioned under Section –“Training”.

6. Warranty services as mentioned under Section – “Warranty Services”.

7. Details of Consortium Partners / Joint Venture including prime bidder-

S.No.	Partner Firm Name & Address	Year of Establishment	Area of Specialization	Turn-Over for the Year 2013-14	Which stage of this Project would execute by this partner.	Work Experience
1.	-----	-----	-----	-----	-----	-----
2.	-----	-----	-----	-----	-----	-----

I hereby state and declare that the names given herein with the details of the address have not filled in this Bid Document under any other name or under the name of any other establishment/firm or otherwise, nor are we (Prime Bidder as well as all partners in the case of Consortium/Joint Venture) in any way related or concerned with any establishment/firm or any other person, who have filled in this Bid Document for the aforesaid work.

The BID SECURITY in the form of Fixed Deposit/DD/Bank Guarantee issued by bank <Name of the Bank and Branch> valid till <date in DD/MM/YYYY format> for an amount of Rupees \_\_\_\_\_ is enclosed.

I have thoroughly examined and understood the terms and conditions and details of the Bid Document, Contract and Project to be undertaken and have carefully noted the conditions of Contract and the specification with all the stipulations, which I agree to comply with. We shall be bound by the terms of these documents. We undertake to complete the Project within the period stipulated after receiving an intimation of the acceptance of our Bid.

I have filled in the accompanying Bid Document with full knowledge of liabilities and therefore, we will not raise any objection or dispute in any manner relating to any action, including forfeiture of Bid Security, and penalties for giving any information, which is found to be incorrect and against the instructions and directions given in this Bid Document.

I further agree and undertake that in the event it is revealed subsequently after the allotment of work/Contract to me/us, that any information given by me/us in this Bid Document is false or incorrect, I/We shall compensate the Board of Revenue for Rajasthan, Ajmer, for any such losses or inconvenience caused to the Board of Revenue for Rajasthan, Ajmer, in any manner and will not resist any claim for such compensation on any ground whatsoever. I/We agree and undertake that I/we shall not claim in such case any amount, by way of damages or compensation for cancellation of the contract given to me/us or any work assigned to me/us or is withdrawn by the Board of Revenue for Rajasthan, Ajmer,.

I/We agree not to withdraw the offer constituted by this Bid Document before the date of communication to me/us notice of non-acceptance. I/We agree that if contrary to the understanding contained in this clause I/we withdraw my/our Bid before the said date the Bid Document deposited by me/us as aforesaid shall be liable to forfeiture of the BID SECURITY. I/We also agree to the forfeiture of the said Bid Security if in the event of your accepting my/our BID, I/We fail to execute the contract or to provide the Performance Guarantee when called upon to do so or fail to complete the Project in the time frame and/or comply with the terms and conditions set out in the Bid Document and/or Contract in full or in part or fail to execute the orders placed on me/us. I/We also agree to all the terms and conditions mentioned in the BID DOCUMENT especially the Signing of Contract Agreement clause.

I/We do hereby agree to pay all costs, charges and expenses in connection with preparation of bid document, expenses during evaluation process and contract including stamp duty, preparation and execution of the contract.

On obtaining the implementation certificate from each location from Board of Revenue for Rajasthan, Ajmer,, we will submit a Performance Guarantee amounting to Rs \_\_\_\_\_/- per location awarded (Rupees \_\_\_\_\_only per location awarded) within a period of 7 days from the date of issue of project implementation certificate. On obtaining the implementation certificate for DMS solution from Bor, we will submit a Performance Guarantee amounting to Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) within a period of 7 days from the date of issue of project implementation certificate.

On acceptance of our bid and on signing the contract, we will submit a performance Security amounting to Rs \_\_\_\_\_/- per location awarded (Rupees \_\_\_\_\_only per location awarded) within 15 days of the date of signing the contract. On acceptance of our bid for DMS solution and on signing the contract, we will submit an additional Bid Security amounting to Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) within 7 days of the date of signing the contract.

We also assure that all additional requirements/costs other than those mentioned in the Bid Document that are required for commissioning of the solution (even though not explicitly mentioned in this Bid and/or in our proposed solution) will be provided at no additional cost to Board of Revenue for Rajasthan, Ajmer.

On receipt of the Contract from Board of Revenue for Rajasthan, Ajmer, we will commence phase wise execution as per the timelines mentioned in the work completion and payment conditions of the BID DOCUMENT.

The Bid submitted by us shall be valid for a period of 120 days, from the last date of bid submission from the time of opening of the Bid.

Signature of the Bidder:	<Signature>
Date:	<Date in DD/MM/YYYY format>
Full Name:	<Full Name>
Designation:	<Designation>
Office Seal:	<Office seal of company/prime Bidder company>
Address:	<Complete Address of company / prime Bidder company>
Telephone Number(s):	<Phone Number(s) with STD Code>
Fax:	<Fax Number with STD Code>
e-mail address:	<E-Mail Address for all e-mail communications>Bid Security instrument

< Bid Security and Bid Security Declaration instrument here>



## **Bid Security (Bank Guarantee Unconditional) Form of Bid Security**

***[insert Bank's Name, and Address of Issuing Branch or Office]***

**Beneficiary: *[insert Name and Address of Procuring Entity]***

**Date: *[insert date]***

**BID GUARANTEE No.: *[insert number]***

We have been informed that ***[insert name of the Bidder]*** (hereinafter called "the Bidder") has submitted to you its bid dated ***[insert date]*** (hereinafter called "the Bid") for the execution of ***[insert name of contract]*** under Notice Inviting Bids No. ***[insert NIB number]*** ("the NIB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we ***[insert name of Bank]*** hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of --

----- ***[insert amount in figures][insert amount in words]*** upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

(a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or

(b) having been notified of the acceptance of its Bid by the *Procuring Entity* during the period of bid validity,

(i) fails or refuses to execute the Contract Form,

(ii) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders (hereinafter "the ITB"),

(c) has not accepted the correction of errors in accordance with the ITB, or

(d) has breached a provision of the Code of Integrity specified in ITB;

This guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; and (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy your notification to the Bidder of the name of the successful Bidder; or (ii) thirty days after the expiration of the Bidder's bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

Signed: \_\_\_\_\_

***[insert signature of person whose name and capacity are shown]***

Name: \_\_\_\_\_

***[insert complete name of person signing the Bid Security]***

In the capacity of: \_\_\_\_\_

***[insert legal capacity of person signing the Bid Security]***

Duly authorized to sign the Bid Security for and on behalf of \_\_\_\_\_

***[insert name of the Bank]*** Dated

on       day of       , ***[insert date of signing]***

Bank's Seal

***[affix seal of the ank]***

[Note: In case of a Joint Venture, the Bid-Security must be in the name of all partners to the Joint Venture that submits the bid.]

## **Bid Securing Declaration**

### **Form of Bid Securing Declaration**

Date: ***[insert date (as day, month and year)]***

Unique Bid No.: ***[insert number of bidding process]***

Alternative No.: ***[insert identification No if this is a Bid for an alternative]***

To: ***[insert complete name of Procuring Entity]***

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Procuring Entity for the period of time of ***[insert number of months or years]*** starting on ***[insert date]***, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Form of Bid; or
- (b) do not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) having been notified of the acceptance of our Bid by the Procuring Entity during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security Declaration, in accordance with the ITB.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) thirty days after the expiration of our Bid.

Signed:

***[insert signature of person whose name and capacity are shown]***

Name: \_\_\_\_\_

***[insert complete name of person signing the Bid-Securing Declaration]***

In the capacity of: \_\_\_\_\_

***[insert legal capacity of person signing the Bid-Securing Declaration]***

Duly authorized to sign the bid for and on behalf of: \_\_\_\_\_

***[insert complete name of Bidder]***

Dated on \_\_\_\_\_ day of \_\_\_\_\_,

***[insert date of signing]***Corporate Seal \_\_\_\_

***[affix corporate seal of the Bidder]***

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

## **Declaration by the Bidder in compliance of Section 7 & 11 of the Act**

### **Declaration by the Bidder**

In relation to my/our Bid submitted to ..... for procurement of ..... in response to their Notice Inviting Bids No..... Dated..... I/we hereby declare under Section 7 and 11 of the Rajasthan Transparency in Public Procurement Act, 2012, that;

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;
6. We have complied and shall continue to comply with the Code of Integrity as specified in the Act, the Rules and the bidding documents.

Date:

Signature of Bidder

Place:

Name :

Designation:

Address:

## 1. Original Equipment Manufacturer's Authorization Form

Date: <Insert Date of signing affidavit>  
Ref No: <Insert Bidder's Reference No>  
Bid Ref. No:<Insert Bid Ref No>  
Bid Name: <Insert Bid Name>

To

Registrar,  
Revenue Board, Rajasthan, Ajmer.

Dear Sir,

We <OEM Name> who are established manufacturers of <Product(s) Name supplied> having office at <Address of local office> do hereby authorize M/s <Name of bidding company / Name of the partner company in the case of Consortium / Joint Venture> to offer their quotation, negotiate and conclude the contract for our product with you against the above mentioned request for proposal. We hereby extend our full guarantee and warranty as per terms and conditions of the Bid and the contract for the equipment and services offered against invitation for Bid offer by the above firm.

Thanking you,

Yours faithfully,

Signature of the Bidder: <Signature>  
Date: <Date in DD/MM/YYYY format>  
Full Name: <Full Name>  
Designation: <Designation>  
Office Seal: <Office seal of company/prime Bidder company>  
Address: <Complete Address of company / prime Bidder company>  
Telephone Number(s): <Phone Number(s) with STD Code>  
Fax: <Fax Number with STD Code>  
E-mail address: <E-Mail Address for all e-mail communications>

## 2. Project Experience

<Details to be Inserted here>

### 3. Design of Record Room Components

Dimensioned Design diagrams of modern record room components (Map Cabinets, Modular Compactors, Perforated Angle Racks, Modular Computer work station, work station for administrative officer, chairs etc.) can be presented in bigger size paper but they should be folded to A4 size and attached along with technical proposal (Refer to Prototype at Annexure "D") . Printed diagrams are preferred to hand drawn drawings. Brochures of ready-made items can also be provided

### 4. Compliance Matrix

<The Compliance Matrix given in the BID DOCUMENT has to be filled completely and inserted here in the mentioned format>

### 5. Acceptance of Terms & Conditions Contained in BID DOCUMENT

#### ACCEPTANCE OF TERMS AND CONDITIONS IN BID DOCUMENT DOCUMENTS

To,  
Registrar,  
Revenue Board, Rajasthan, Ajmer

Sir,

I have carefully gone through the Terms and conditions contained in the BID DOCUMENT Document regarding appointment of Bidder for construction of Modern Record Room and for development of software as mentioned in the BID DOCUMENT.

I declare that all the provisions of this BID DOCUMENT/Bid document are acceptable. I further certify that I am an authorized signatory and therefore, competent to make this declaration.

Signature of witness

Date:

Place:

Signature of Bider

Date:

Place:

## Compliance Matrix

## 1. Component Specifications

The details given below are the minimum specifications

For each component of the solution to be offered by the Bidders the Bidders should comply with all of these clauses. Proposals not complying with any of the item shall be rejected.

The tables given below have to be filled up and attached with the technical proposal.

Compliances to be verified and added as per BOM, any deviation shall not be accepted.

### 1.01 Civil Work

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Plastering / removing the old plastering and re-plastering, POP running over cement plaster in perfect line and level, Acrylic Plastic Emulsion Painting with even shade over primer coating for all vertical plain surface, removing old flooring and flooring with new white/cream vitrified tiles of minimum size 2' x 2' with proper skirting on walls, color washing and any other civil work to make the interior aesthetically good.	

### 1.02 Aluminium / Glass Partition.

Sr. No.	Minimum Specification	Complied (Yes/No)
1	<p>Providing &amp; Fixing anodized aluminum work for doors with handle and partition with glass panes of 5.0 mm thickness and 12 mm thickness pre-laminated three layer medium density (exterior grade) particle board, hinges etc. as per the requirements.</p> <p>Fixing PVS/Neoprene gasket etc. and brass / stainless steel screws etc. wherever required.</p> <p>Fixing double action hydraulic floor spring for aluminum door embedding in floor and cover plate etc.</p> <p>*This list of item is indicative, however, any additional items if required to setup the modern record room are also to be provided.</p>	



### 1.03 PLASTIC FALSE CEILING

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
1.	<b>Plastic false ceiling using aluminum. Tee/Angle</b> Providing and fixing of suspended false ceiling in the grid of 600 x 600 mm / 600 x 600 to 900 x 900 mm using aluminum tees with interlock system of main tee, cross tee and wall angel ( size of tee and angle approx. 25 mm x 25 mm x 0.5 mm or equivalent) etc. complete with G.I. adjustable suspends skeleton. Ceiling tiles made from multi chamber hollow PVC section having an over all cross section of using 200 x 20 x 1 mm section	
	<b>Brand - Companies of high repute.</b>	

#### 1.04 Furniture in the IT Services Area and Public Waiting Area

Sr. No.	Minimum Specification	Complied (Yes/No)
1	<p><b>Workstation for Administrative Officer :</b></p> <p>Supplying and fixing standard workstation of panel based system in various combinations as per layout drawings comprising of following items:</p> <p>i. Range of thickness of main spine will be 50 to 70 mm, partition with 1200mm height.</p> <p>ii. Provision for Electricals will be given at main spin two levels below/above the worktop or skirting level.</p> <p>iii. Supplying and fixing standard Cabin table of</p> <p>iv. MAIN TABLE SIZE - 1800MM x 900MM,</p> <p>v. SIDE TABLE SIZE - 900MM x 450MM.</p> <p>vi. The worktop Will be in two piece made up of pre-laminated particle board.</p> <p>vii. The worktop shall be made of 25mm thick pre-laminated particle board with 2 mm thick hot melt PVC edge banding</p>	<Write Yes or No for all rows>
2	<p>Supplying and fixing standard workstation panel based system comprising of following items:</p> <p>i. Main spine of 50 to 70 mm thick, partition with 1200mm height.</p> <p>ii. Provision for Electricals will be given at main spin two levels below/above the worktop or skirting level.</p> <p>iii. The worktop shall be made of 25mm thick pre-laminated particle board with 2 mm thick hot melt PVC edge banding of approved color.</p> <p>iv. Finishes considered: Above worktop Pinup, Marker per person &amp; Below worktop Laminate to be</p>	

	considered.	
3	Each workstation having one mobile pedestal [400(W)x 450(D) x 680(H)] below the worktop with one drawer and one file cabinet with telescopic channels for easy use with perfectly smooth and silent with center locking.	
4	Workstations shall have keyboard trays, drawers, cabinets with drawer slides, One CPU trolley with wheels	
5	1200 mm high, 50 to 70 mm thk. partition panels of approved design with concealed wiring facility, above the top partition with fabric and switch plate mounted on partition above the top, workstation with fabric, white board as per-approved design, edge trims, side panels etc. all complete.	
6	Each workstation having one mobile pedestal [400(W)x 450(D) x 680(H)] below the worktop with one drawer and one file cabinet with telescopic channels for easy use with perfectly smooth and silent with center locking.	
7	Chairs suitable for using computers with 360 deg revolving type with a max of 15 deg back tilt, Tilt tension adjustment, Pneumatic/Hydraulic height adjustment with height adjustable arm-rests,	
8	Pedestal assembly should have 5 nos. castors wheels with trouble-free movement and should be scratch-resistant as per BS Standards, Impact testing as per DIN Standards	
9	Storage cupboards with 18mm thick MDF pre-laminated particle board with 2 hindge shutters.	
10	Partitioning for server area should have a height	

	of 7' with top area covered. It should have a door of 3' wide with access control installed.	
11	The public waiting area should have Metal Perforated 3 seater grouped set with Ergonomic, Epoxy-polyester coated and adjustable glide screw under leg support for floor leveling	
12	All chairs should be ANSI/BIFMA E3-2008, Assured Green business, ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007 Certified.	
13	5 year Warranty/AMC all the above items	
	Brand – Godrej/ Kompress/ Methodex or Company of same repute.	

#### 1.05 Air-conditioner

Sr. No	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	2T Split Air conditioner shall be provided with sufficient capacity Digital Voltage Stabilizer	
4	Energy Efficient Compressor. BEE Star Rating 3 or higher	
5	Stage Adjustable Fan Speed	
6	BIS Standard	
7	5 years warranty/AMC on air Conditioner and Stabilizer	
	Brand – Hitachi/LG/Panasonic/Samsung/ or Company of same repute.	

### 1.06 Electrical Work

Sr. No.	Minimum Specification	Complied (Yes/No)
1	<p>Proper earthing as per norms (like use of salt, coal, copper plate etc.) - One</p> <p>Proper distribution Board with required rating MCBs –One</p> <p>Copper wiring for entire setup (As per requirements)</p> <p>Wiring inside PVC conduit (As per requirements)</p> <p>Separate wiring for UPS based and non-UPS based equipment's (As per requirements)</p> <p>Power Socket for Air-Conditioners (2T) - Three</p> <p>Sufficient power points (5/15 Amp) for Server, Computer, Printer, Switch, CCTV and allied IT equipment's etc. (Approx. 20)</p> <p>Sufficient power points (5 Amp) for Fan, Tube Light and other fixtures etc. (Approx. 20)</p> <p>Tube Light (Brand – Orient/Havells/Bajaj/similar reputed firm) with tube rod (Approx. Eight)</p> <p>Ceiling Fan (Brand – Orient/Havells/Bajaj/similar reputed firm) with regulator (Approx. Four)</p> <p>Sufficient Number of Overhead CFL light fixture (Approx. Ten)</p> <p>*This list of item is indicative, however, any additional items if required to run the modern record room are also to be provided.</p>	
	<b>Brand - Companies of high reputed</b>	

### 1.07 Water dispenser

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	Cooling storage capacity-3 ltr. Hot water storage capacity- 1.1 ltr.	
	Brand - Totaline / Bluestar / Voltas / Kenstar or Company of same repute.	

### 1.08 Access Control Systems

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	Biometry Finger Print based Access Control for critical area (Record Room and Server Area)	
4	Automatic Door Lock and Release System as per access validation	
5	Access control shall be for each critical door on entry as well as exit	
6	Making good looking doors with automatic locking system provided with Access Control Systems	
7	5 year onsite warranty	
	<b>Brand - Companies of high repute having good after sales &amp; service network in Rajasthan</b>	

### 1.09 Pest, Insects, Rodent and Rat Repellent System for Records Room and Server Area

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	Rat repellent system should be installed in record room as well as Server/IT Service area	
4	Treatments for Pests and Insects should be carried out at least once in every 4 months for a period of 5 years in record room as well as Server/IT Service area	
5	Insects attracting light based insects management system should be installed inside the record room as well as the server/IT service area	
6	The system shall be designed such that it does not kill the rodents and rats inside the facility and shall prevent short circuit taking place due to the same	
7	5 year manufacturer's warranty for equipments supplied. Treatment should be carried out onsite at least once in every 4 months for a period of 5 years	
	<b>Brand - Companies of high reput e having good after sales &amp; service network in Rajasthan</b>	

**1.10 Detection and Prevention System for Fire and Smoke (Record Room and Server Area)**

<b>Sr. No.</b>	<b>Minimum Specification</b>	<b>Complied (Yes/No)</b>
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	Automatic detection of fire	
4	Inert Gas based Automatic Fire Suppression System	
5	Compliant with National and Local specifications	
6	Each set mentioned in the financial bid format should serve a floor area of minimum 1000 sq. ft. or part thereof.	
7	5 years on-site warranty	
	<b>Brand - GST / Autronica / Siemens / Tyco or Company of same repute.</b>	



### 1.11 Map Cabinet

Sr. No	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	Should have tray type storage area with tray size 900mm wide and 650mm deep. The cabinet should be of minimum total height 1900mm with each tray of height 150mm	
4	Made out of 0.8mm/20 Gauge (or more) CRCA (Cold Rolled Close Annealed) Steel conforming to IS:513 GR.D or better	
5	Load bearing capacity distributed load) per tray 80kg UDL (uniformly distributed load) per tray	
6	The cabinet shall be powder coated with epoxy polyester powder (with thickness of minimum 40microns) with uniform color on all steel surfaces with air drying synthetic enamel paint for all surfaces	
7	The Nuts/Bolts/Fasteners should be galvanized/ Zn Plated / Cadmium Plated	
8	5 years on-site warranty/AMC	
	Brand – Godrej/ Kompress/ Methodex or Company of same repute.	

### 1.12 Modular Compactors

Sr. No	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3.	<p>It shall consists storage units 450 +/- 10 mm deep – fixed or movable – bolted to Undercarriage which rolls onto the channels, which, shall firmly embedded to the ground. The configurations shall be – 1,2,3,&amp;4 Bay. (Bay denotes side by side unit placements in a block) Each of above configurations shall have following type of blocks –</p> <ol style="list-style-type: none"> <li>1. Single Static (SS)</li> <li>2. Single Last (SL)</li> <li>3. Twin Mobile(TM) – 2 body back to back.</li> </ol>	
4	<p>The System has been made from high quality steel of furniture grade as per IS513 for CRCA and IS 10748 for HRCA from Reputed Steel manufactures like TATA or ESSAR. Relevant test certificates will be submitted at the time of supply of material</p> <p>BEARING: Bearing from manufactures NBC, NTN or equivalent with corresponding test certificate only be used.</p> <p>CHAIN: Diamond / Roll-on or equivalent chain of reputed brand to be used only.</p>	
5	<p>Main Body Construction shall be Rigid Knock Down construction made out of 0.8mm thk. CRCA Steel conforming to IS: 513 Gr.D. Each body block (SS/SL/TM) building shall consist of 1 Main unit &amp; then Add-on units (1,2,3 -depending on no. of bays 2, 3, &amp; 4). Each unit shall have 5 loading levels formed by 4 nos. adjustable shelves. Body units shall be bolted to undercarriage. Optimizer Height from ground shall be Minimum 2080 mm (1980 body + 65 undercarriage + 35 channel system). Finish of the the bodies including shelves shall be given antirust surface treatment &amp; shall be powder coated with epoxy polyester powder. It shall involve 8 step treatment consisting of Hot water rinse, Knock of degreasing , Cold water rinse, phosphating, cold water rinse, and passivation &amp;</p>	

Sr. No	Minimum Specification	Complied (Yes/No)
	dry off oven treatment. Final finish shall consist a epoxy polyester power coating of approved color & shade with a Dry film thickness of Minimum 40 microns . The testing of paint shall be done for various physical & chemical properties as IS:101. The material shall be then oven baked with a controlled temperature of 180 deg. C to 200 Deg.C	
6	Shelf shall be made of 0.8 thk CRCA steel conforming to IS: 513 Gr.D or DD. Its max load bearing capacity shall be 75 +/- 5 Kg uniformly distributed for single body per shelf & 40 Kg uniformly distributed for twin mobile body per shelf. Shelves shall be mounted on support chip/brackets & shelf level can be adjusted at approx. 25.4 pitches. There shall be 4 adjustable shelves per body giving 5 loading levels. Shelf Depth shall be 415 +/- 10 mm.	
7	<p>The Undercarriage construction shall be a welded frame made of HR sheet 3.15 mm thk conforming to IS:10748 suitably fabricated to take the loads based on configuration. External Load carrying capacity per understructure shall be</p> <p>DRIVE TYPE (Configuration - TYPE D2, D3) - 1200 Kg. Maximum.</p> <p>DRIVE TYPE (Configuration – Type D4) – 1600 Kg Maximum.</p> <p>The undercarriage finish, after pre-treatment, shall be coated with final finish consisting of epoxy polyester powder coat of approved color &amp; shade with a Dry Film Thickness of minimum 40 microns. The movement of units shall be achieved mechanically through a round /star shaped Drive wheel ( PVC/Steel/pu material )) and second stage 'Sprocket-Chain- Tensioner' arrangement mounted rigidly onto body side.</p>	
8	The drive arrangement shall be covered by a 1 mm thk. HR sheet Cover shall be fixed onto the body side occupying additional space of 74.5 +/- 10mm. The Drive wheel shall be rigidly fixed at suitable height on body side & projects out of cover panel. Fixed unit also shall have Cover but without drive wheel.	
9	Fittings: A Centralized locking arrangement shall be provided through Locking Stiffener mounted onto back of Single Last unit so that it shall get locked on channels / floor when all the units are brought together. Each Drive type units shall have Locking Knob near/in the Drive wheel for manual locking of individual units. End	

<b>Sr. No</b>	<b>Minimum Specification</b>	<b>Complied (Yes/No)</b>
	stoppers shall be provided at the end of channels to prevent derailment. The nuts & bolts shall be galvanized / blackodized / Zn Plated. Prior to the embedding of the guide channels with the help of raul plug & screw, the ground shall have to be in properly leveled condition. Label Holder shall be made from 2 mm thk clear transparent Acrylic sheet & having outer dimension of 155 mm X 106 mm.	
10	5 years on-site warranty/AMC	
11	Assured Green business, ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007 Certified.	
	Brand – Godrej/ Kompress/ Methodex or Company of same repute.	

Repeat the table if more than one make/model is required to meet the requirements

### 1.13 Modular Slotted Angle Rack

<b>Sr. No.</b>	<b>Minimum Specification</b>	<b>Complied (Yes/No)</b>
1	Slotted steel angles for supports and steel sheets for laying the hard copy records	<Write Yes or No for all rows>
2	Should be made of steel sheets conforming to IS:1079/ IS 5115/ IS 1076	
3	Angles and sheets conform to IS: 8081 manufacturing standards	
4	All surfaces of the racks shall be powder coated (with thickness of minimum 40microns) with uniform color on all steel surfaces with air drying synthetic enamel paint	
5	5 years on-site warranty/AMC	
	Brand – Godrej/ Kompress/ Methodex or Company of same repute.	

### 1.14 Server

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	Attach OEM Test Report	
4	Powered with Single Quad-core Intel Xeon processor with 2.4GHz or higher, 8GB DDR3 RAM or higher, 2 x 1 TB Enterprise Class SATA HDD configured for RAID-1, with Genuine Microsoft Windows Server 2012 or higher , 6 USB ports or higher, Min 1 serial & parallel Port, USB Optical Mouse, Mechanical Keyboard, 8x or higher DVD +RW Drive, Audio & Graphic Controller , Embedded 10/100/1000 Mbps Ethernet controller , Monitor 18.5" or more with LED display , Industry standard Antivirus and Antispyware installed with license for 5 years, 5 years on-site warranty on Server System	
	Brand – Dell / HP /HCL / IBM / WIPRO or Company of same repute.	

### 1.15 5 KVA Online UPS with Battery

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here (Specify for both UPS and Battery)>	<Write Yes or No for all rows>
2	Model <Specify the Model here (Specify for both UPS and Battery)>	
3	<p>5 KVA Online UPS with One hour battery backup, suitable for Single Phase Input and output, housed with rugged enclosure and free from defects, Internal /external UL 1449 certified transit voltage surgery suppressor at input/output of UPS, Rectifier and inverter both with Microprocessor processing Digital design, Double conversion true On-Line UPS, Input Voltage 160-260 V, 50 Hz +/- 3 Hz. , Output 220-240 V with charging current, AC Pure Sine Wave, Overall Efficiency Min. 90%, LCD display form Battery Load, Mains, charging and discharging, low battery voltage, Input &amp; Output Voltage, Operation Mode, Bypass facility available, Out frequency shall be same as that of mains frequency, Protections form over voltage, short circuit, over load , under voltage at battery terminal, over suit and under suit, &lt;4% of rated voltage duration of 40 m sec.</p> <p>SMF Battery 8000 VAH or Higher OEM should be ISO 9001 and 14001 certified CE</p> <p>SMF Battery 32000 VAH or Higher OEM should be ISO 9001 and 14001 certified CE</p> <p>with rack for batteries Make – Exide, Amron or</p>	

Sr. No.	Minimum Specification	Complied (Yes/No)
	<p>similar reputed brand</p> <p>NABL Acierated ETDC / ERTL &amp; CE test report as per above specifications should be submitted.</p>	
4	5 years onsite warranty for UPS and 5 year manufacturer's warranty for batteries	
	<p>Brand – APC / Emerson / Pawas / RS Power or Company of same repote having good after sales &amp; service network in Rajasthan</p> <p>Battery - Exide / Amron or Company of same repote</p>	

### 1.16 Desktop Computers

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	Intel Core i5-3470(3.4 GHz, Quad Core, 6MB Cache) or higher Processor, 6 USB ports or higher, Min 1 serial & parallel Port, USB Optical Mouse, Mechanical Keyboard, 8x or higher DVD +RW Drive, Audio & Graphic Controller , Embedded 10/100/1000 Mbps Ethernet controller , 4GB Memory expandable to up to 8GB or more , 500 GB SATA HDD, Monitor 18.5" or more with LED display , Industry standard Antivirus and Antispyware installed with license for 5 years, with Genuine Windows 7 Professional or higher 5 years on-site warranty on Desktop System	
	Brand – Dell / HP /HCL / IBM / WIPRO or Company of same repute.	



### 1.17 All-in-one B/W Laser Printer cum Scanner (MFP) A3 Size

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	<p>Must have Laser Printing Technology with Printing speed up to 25 ppm, copy and scan speed 15 PPM, Printing resolution 600*600 dpi, Automatic Duplex printing, Input Tray , have minimum Input Paper holding capacity of 600 papers, Network enabled for Server 2012, Windows 7 Professional and later version, First Page out less than 6 seconds, Min. Printer RAM 128 MB or above, Legal Size Scanning Facility</p> <p>Having Paper Size support for A3 (ISO), A4(ISO), A4-rotated (ISO), A5 (ISO), B4 (JIS), B5(JIS), B6 (JIS), Letter, letter-rotated, legal, tabloid, executive, envelopes (No. 10, Monarch)</p>	
4	Must have Duty Cycle – Up to 8,000 pages per Month	
5	5 year onsite warranty	
	Brand – HP / RICOH or Company of same repute.	

### 1.18 Barcode Reader

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	Hand Held Type with trigger to switch on the light source, Liner Imager, Light Source 610-640 nm visible red LED with focus light bar, scan 300 read / Sec or above , Working distance 12" on 100 % upc 15% reflective diff., Tilted +- 45 Degree, Pitch +- 65 Degree, skew +- 60 Degree, Beep and LED indicator, connectivity using USB interface power, Print Contrast 25%	
4	Should support OS Windows 7 Professional or higher	
5	Should operate on 220-250Volts, 50-60Hz power supply	
6	Compatible with the Document Management System Software supplied	
7	Complied to IEC60825-1, FCC Class B and EMC Class B or equivalent	
8	5 years manufacturer's warranty	
	<b>Brand - Companies of high reputed having good after sales &amp; service network in Rajasthan</b>	

### 1.19 Barcode Printer and Bar-coding

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	Should be of thermal printing technology (Direct Thermal [LP] or Thermal Transfer [TLP]), speed 4.0 or above, Connectivity using USB connecting Interface , printing 105 mm x 1000 mm or more, Should support OS Windows 7 Professional or higher , Compatible with the Document Management System Software supplied. Roll type paper for printing up to 90mm wide or better with capacity internal 125 mm , external 200 mm , RAM 4 MB or more , SDRAM 8 MB or more, Printed barcode should be verified to a minimum 2.5 (C) grade, Complied to ISO/IEC 15416 or equivalent, Sensor Moveable & reflective Sensor	
4	5 year manufacturer's warranty	
	<b>Brand - Companies of high reput e having good after sales &amp; service network in Rajasthan</b>	

## 1.20 Biometric Fingerprint Authentication Device

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	Resolution: >=400 dpi	
4	Interface: USB 2.0	
5	Power: Self Powered via USB	
6	Verification time less than a second	
7	Capable of handling finger print angular variability	
8	400 Bytes encrypted data size	
9	ISO/IEC 19794-4 compliant and compliant with other standards set by Govt. of India for biometric fingerprint authentication	
10	5 year manufacturer's warranty	
	<b>Brand - Companies of high repute having good after sales &amp; service network in Rajasthan</b>	

### 1.21 Local Area Network (Cabling etc.)

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	<p>CAT6 23AWG copper with pair separator Cable-with UL Certified, I/O with spring loaded shutter jack with single gang square plate 86mm x 86mm with icon tree and screw hole cover, Jack Panel made of Cold Rolled Steel (CRS) loaded with spring loaded shutter inside the jack individually for 100% dust free environment with rear cable manager, CAT6 LSZH (Low Smoke Zero Halogen)</p> <p>In addition to this PVC conduit / casing / capping with, accessories, any other required components such as labels, ferrules etc., and all associated civil works at the site.</p>	
	<p><b>Patch Cord 1 Meter</b></p> <p>Patch Cords (24 AWG straded bare copper conductor) should include slim anti-snap slip on transparent boots. All UTP component should be the same OEM and The OEM should be ISO 9001:2000 &amp; QS: 9000 C certifie</p>	
	<p><b>Patch Cord 3 Meter</b></p> <p>Patch Cords (24 AWG straded bare copper conductor) should include slim anti-snap slip on transparent boots. All UTP component should be the same OEM and The OEM should be ISO 9001:2000 &amp; QS: 9000 C certified</p>	
2	<b>5 years on-site warranty</b>	
	<b>Brand - Companies of high reputa having good after sales &amp; service network in Rajasthan</b>	

### 1.22 24 Port Manageable Switch

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	<p>24 Ports having 10/100/1000 Mbps, RJ-45 MDI-X ports, 2-port 10G SFP, Single Mode 1000BaseX (SX) module port (inbuilt), Bidder shall provide 1000 BaseX Port for connectivity to multimode Fiber Optic Cable, 8.8 Gbps back plane support, forwarding rate 3.6Mbps or higher, Full duplex capability</p> <p>All Interfaces Should provide wire speed forwarding for both fiber and copper modules, , Should support separate static IP routing from day1, switch needs to be console port for administration and management.</p>	
4	Management capability SNMP, TELNET, RMON	
5	VLAN Maximum 64port based	
6	Standards IEEE802.3u(100Base Fast Ethernet), IEEE802.3(10BaseT Ethernet), IEEE802.3z(Gigabit Ethernet), IEEE802.1D,IEEE802.3x, IEEE802.1P/Q (Tagged VLAN)	
7	System must support stacking & and must be configurable on rack. All accessories and hardware necessary for configuration on rack must be supplied	

Sr. No.	Minimum Specification	Complied (Yes/No)
8	5 years on-site Warranty with 99% uptime Commitment	
	Brand – Cisco / D-link/Juniper or Company of same repute.	

### 1.23 Rack & 24 Port Patch panel

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	Rack-Mount / 6U UL Certified Rack should be manufactured out of steel sheet punched, formed, welded and powder coated, front should be Toughened Glass Door with lock & key.	
4.	24 Ports 10/100/1000 Mbps RJ-45 Patch Panel  All Interfaces Should provide wire speed forwarding for both fiber and copper modules, , Should separate static port form Backbone cable	
	<b>Brand - Companies of high repute having good after sales &amp; service network in Rajasthan</b>	

### 1.24 External HDD

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
3	Expansion drive External 1 TB HDD (as per needs) One for tehsil and one for District HQ	
4	Compatible with Windows® 8, Windows 7, Windows Vista®, Windows XP SP3 (32-bit and 64-bit) operating system	
5	5 years Warranty/AMC	
	Seagate / Sandisk /company of high reput	

### 1.25 CC TV Camera

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
2	Model <Specify the Model here>	
1	<b>Dome Camera -</b> 1/3 " Progressive Scan CMOS , Effective Pixels, 1280 x 720 (V) Minimu illumination L 0.01 lux @ (F 1.2 AGC ON) , o lux with IR , Up to 20 m IR Range, Ture Day/Night , DNR outdoor, 3.6 mm fixed lens 12 VDC, Smart IR. Outdooe IP66 weatherproof, light sensor , Monion sensor with battery Backup facality.	
2	<b>8 Channel DVR or More</b> 8 HD -TV Analog self adaptive interfacesinput , H.264 & Dual stream video compression, Full channal @ 720 P resolution real time recording, support up to 8 Ch. Synchronous playback at 1080 P resolution, 8-Ch video & 1 Ch audioj input, 2 SATA interfaces 1920 x 1080 P: 12 fps/Ch , 1280 x 720 P, 25(P) / 30(N) fpx/Ch. 100/1000 M self adaptive ethernet interface case, With LED Monitor for display, 1 tb or more HDD for storage and Remote ACCESS Port for further extension	
	<b>Brand - Bosch / Interlogix / Pelco / Axis or company of same reput</b>	



### 1.26 DMS application software

Sr. No.	Minimum Specification	Complied (Yes/No)
1	Make <Specify the Make here>	<Write Yes or No for all rows>
	Model <Specify the Model here>	
2	Web-enabled application	
3	Open / MS-Window based	
4.	Support multi-users	
5.	Support Hindi (Unicode) & English data and user interface	
6.	Allow enterprise level scaling up	
7.	Allow user level addition of fields, documents, meta-data etc.	
8.	Supports multiple format like pdf, tif, jpg etc.	
9.	Allow user level role based rights for access and login privileges	
10.	Support multi level access rights like view/edit/delete/print/copy etc.	
11.	All other features as per requirements given the "Scope of Work" of bid document	
12.	5 years on-site warranty	

<Repeat the tables if more than one make/model is required to meet the requirements>

## **Annexures**

**Tentative Types of Documents which are to be scanned Tehsil & Revenue Village Wise**

<b>S.No.</b>	<b>Type of Document *</b>	<b>Proposed Metadata</b>
<b>1.</b>	जमाबन्दी पी-26 के अन्तर्गत राजस्थान काश्तकारी अधिनियम 1956 से लागू होने पर बनाई गई प्रथम जमाबन्दी एवं प्रथम, द्वितीय व तृतीय बन्दोबस्त के बाद बनाई गई प्रथम जमाबन्दी।	District, Tehsil, Village , Khata No., Khasra No. ,
<b>2.</b>	खसरा चौसाला (संवत् 2008 से 2033) एवं उपरोक्त जमाबन्दियात के साथ तैयार किये गये खसरा चौसाला (पी-13)	District, Tehsil, Village , Khata No., Khasra No. ,
<b>3.</b>	बन्दोबस्त(भू-प्रबन्ध ) विभाग द्वारा तैयार कर राजस्व विभाग को उपलब्ध कराये गये नक्शें/मौमिया शीट/नक्शा मसाबी(भू-प्रबन्ध अवधि के अनुसार)	District, Tehsil, Village , Khasra No. ,
<b>4.</b>	1996 से पूर्व की नामान्तरकरण पंजिका	District, Tehsil, Village , Khata No., Khasra No. ,  Mutation No. / Date / Month
<b>5.</b>	इसके अतिरिक्त अन्य कोई महत्वपूर्ण दस्तावेज जो नोडल अधिकारी/सक्षम अधिकारी को स्केनिंग करवाया जाना आवश्यक लगे, जिला स्तर पर गठित कमेटी द्वारा निर्णय लिया जा कर स्केनिंग करवाया जा सकता है	District, Tehsil, Village , Khata No., Khasra No. ,

**\* This type of document list is indicative only and other important land records can also be added to this list.**

## Annexure- “B”

### List of Tehsils to be covered –

Phase	Number of Districts	No. of Tehsils	Tentative Financial Year
I	11	118	2015-16
II	13	130	2016-17
III	9	066	2017-18
<b>Total</b>	<b>33</b>	<b>314</b>	

### List of Tehsils of Ist Phase

District	Districtwise Tehsil	Total Tehsil	Tehsil
1	2	3	4
<b>Banswara</b>	1	1	Ghatol
	2	2	Garhi
	3	3	Banswara
	4	4	Bagidora
	5	5	Kushalgarh
	6	6	Abapura
	7	7	gangdhtlai
	8	8	Ganodha
	9	9	Sajangarh
	10	10	Anandpuri
	11	11	Choti sarvan
<b>Barmer</b>	1	12	Baytoo (p)
	2	13	Pachpadra (p)
	3	14	Siwana (p)
	4	15	Gudha Malani (p)
	5	16	Barmer (p)
	6	17	Ramsar (p)
	7	18	Chohtan (p)
	8	19	Gidha
	9	20	Samdhdi
	10	21	Sheo (p)
	11	22	Gadraroad
	12	23	Shindhri

	13	24	Sedva
	14	25	dhorimanna
<b>Bhilwara</b>	1	26	Asind (p)
	2	27	Hurda (p)
	3	28	Shahpura (p)
	4	29	Banera (p)
	5	30	Mandal (p)
	6	31	Raipur (p)
	7	32	Sahara (p)
	8	33	Bhilwara (p)
	9	34	Kotri (p)
	10	35	Jahazpur (p)
	11	36	Mandalgarh (p)
	12	37	Beejoliya (p)
	13	38	Kareda (p)
	14	39	Badnor (p)
	15	40	Phuliyakla
	16	41	Hamirgarh
<b>Churu</b>	1	42	Taranagar
	2	43	Rajgarh
	3	44	Sardarshahar
	4	45	Churu
	5	46	Ratangarh
	6	47	Sujangarh
	7	48	Bidasar
<b>Ganganagar</b>	1	49	Karanpur
	2	50	Ganganagar
	3	51	Sadulshahar
	4	52	Padampur
	5	53	Raisinghnagar
	6	54	Anupgarh
	7	55	Gharsana
	8	56	Vijainagar
	9	57	Suratgarh
<b>Hanumangarh</b>	1	58	Sangaria
	2	59	Tibi
	3	60	Hanumangarh
	4	61	Pilibanga
	5	62	Rawatsar
	6	63	Nohar
	7	64	Bhadra
<b>Jaipur</b>	1	65	Kotputli

	2	66	Viratnagar
	3	67	Shahpura
	4	68	Chomu
	5	69	Phulera (Hq.Sambhar)
	6	70	Mauzamabad
	7	71	Phagi
	8	72	Sanganer
	9	73	Jaipur
	10	74	Amer
	11	75	Jamwa Ramgarh
	12	76	Bassi
	13	77	Chaksu
	14	78	Kotkhavda
	15	79	Kishangarh renval
	16	80	Dhudhu
<b>Jhalawara</b>	1	81	Khanpur
	2	82	Jhalrapatan
	3	83	Aklera
	4	84	Manohar Thana
	5	85	Pachpahar
	6	86	Pirawa
	7	87	Gangdhar
	8	88	Asnavar
<b>Jodhpur</b>	1	89	Phalodi (p)
	2	90	Osian (p)
	3	91	Bhopalgarh (p)
	4	92	Jodhpur (p)
	5	93	Shergarh (p)
	6	94	Luni (p)
	7	95	Bilara (p)
	8	96	Lhohavat
	9	97	Tivanri
	10	98	Bap
	11	99	Balesar
	12	100	Bavdhi
	13	101	Pipadh sahar
<b>Rajsamand</b>	1	102	Bhim
	2	103	Devgarh
	3	104	Amet

	4	105	Kumbhalgarh
	5	106	Rajsamand
	6	107	Railmagra
	7	108	Nathdwara
	8	109	Gadboore
	9	110	khamnor
<b>Tonk</b>	1	111	Malpura (p)
	2	112	Peeplu (p)
	3	113	Niwai (p)
	4	114	Tonk (p)
	5	115	Todaraisingh (p)
	6	116	Deoli (p)
	7	117	Uniara (p)
	8	118	Duni

List of Tehsils of IInd Phase

<b>District</b>	<b>Districtwise Tehsil</b>	<b>Total Tehsil</b>	<b>Tehsil</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Sawai Madhopur</b>	1	1	Gangapur city
	2	2	Bamanwas
	3	3	Malarna Doongar
	4	4	Boli
	5	5	Chauth Ka Barwara
	6	6	Sawai Madhopur
	7	7	Khandar
	8	8	Vajirpur
<b>Sikar</b>	1	9	Fatehpur
	2	10	Lachhmangarh
	3	11	Sikar
	4	12	Danta Ramgarh
	5	13	Sri Madhopur
	6	14	Neem-Ka-Thana
	7	15	Khandela
	8	16	Dhod
	9	17	Ramgarh Shekavati
<b>Jalore</b>	1	18	Sayla
	2	19	Ahore
	3	20	Jalore

	4	21	Bhinmal
	5	22	Bagora
	6	23	Sanchore
	7	24	Raniwara
	8	25	Chitlvana
	9	26	Jasvantpura
<b>Udaipur</b>	1	27	Mavli
	2	28	Gogunda
	3	29	Kotra
	4	30	Jhadol
	5	31	Girwa
	6	32	Vallabhnagar
	7	33	Lasadiya
	8	34	Salumbar
	9	35	Sarada
	10	36	Rishabhadev
	11	37	Kherwara
	12	38	Badgaon
	13	39	Semari
<b>Chittorgarh</b>	1	40	Rashmi
	2	41	Gangrar
	3	42	Begun
	4	43	Rawatbhata
	5	44	Chittorgarh
	6	45	Kapasan
	7	46	Dungla
	8	47	Bhadesar
	9	48	Nimbahera
	10	49	Bari Sadri
	11	50	Bhupalsagar
<b>Ajmer</b>	1	51	Ajmer
	2	52	Beawar
	3	53	Bhinay
	4	54	Kekri
	5	55	Kishangarh
	6	56	Masuda
	7	57	Nasirabad
	8	58	Peesangan
	9	59	Sarwar
	10	60	Bijaynagar
	11	61	Sanvar
	12	62	Tantoty



	13	63	Arain
	14	64	Pushkar
	15	65	Rupangarh
	16	66	Tantgarh
<b>Baran</b>	1	67	Mangrol
	2	68	Antah
	3	69	Baran
	4	70	Atru
	5	71	Kishanganj
	6	72	Shahbad
	7	73	Chhabra
	8	74	Chhipabarod
<b>Dausa</b>	1	75	Baswa
	2	76	Mahwa
	3	77	Sikrai
	4	78	Dausa
	5	79	Lalsot
	6	80	Lavan
	7	81	Nagal rajavtan
	8	82	Ramgarh pachvara
<b>Karauli</b>	1	83	Todabhim
	2	84	Nadoti
	3	85	Hindaun
	4	86	Karauli
	5	87	Mandrail
	6	88	Sapotra
	7	89	Mansipur
<b>Bikaner</b>	1	90	Bikaner
	2	91	Poogal
	3	92	Lunkaransar
	4	93	Kolayat
	5	94	Nokha
	6	95	Khajuwala
	7	96	Chhatargarh
	8	97	Dungargarh
<b>Alwar</b>	1	98	Govindgarh
	2	99	Alwar
	3	100	Malakheda
	4	101	Kishangarh Bas
	5	102	Kotkasim
	6	103	Thanagazi
	7	104	Behror

	8	105	Mundawar
	9	106	Neemrana
	10	107	Tijara
	11	108	Ramgarh
	12	109	Reeni
	13	110	Bansur
	14	111	Rajgarh
	15	112	Lachhmangarh
	16	113	Kathumar
<b>Dholpur</b>	1	114	Baseri
	2	115	Bari
	3	116	Sepau
	4	117	Dholpur
	5	118	Rajakhera
	6	119	Sarmdhura
<b>Bharatpur</b>	1	120	Pahari
	2	121	Kaman
	3	122	Nagar
	4	123	Deeg
	5	124	Nadbai
	6	125	Kumher
	7	126	Bharatpur
	8	127	Weir
	9	128	Bayana
	10	129	Rupbas
	11	130	Bhusavar

#### List of Tehsils of Illrd Phase

District	Districtwise Tehsil	Total Tehsil	Tehsil
1	2	3	4
<b>Sirohi</b>	1	1	Shivganj
	2	2	Sirohi
	3	3	Pindwara
	4	4	Abu Road
	5	5	Reodar
<b>Jaisalmer</b>	1	6	Jaisalmer
	2	7	Pokaran
	3	8	Fatehgarh
	4	9	Bhaniyana

<b>Dungarpur</b>	1	10	Dungarpur
	2	11	Aspur
	3	12	Sagwara
	4	13	Simalwara
	5	14	jhothri
	6	15	Chikhli
	7	16	Galiykot
	8	17	Bhichvadha
	9	18	Sabla
<b>Bundi</b>	1	19	Hindoli
	2	20	Nainwa
	3	21	Indragarh
	4	22	Keshoraipatan
	5	23	Bundi
	6	24	Taleda
<b>Pratpgarh</b>	1	25	Dhariawad
	2	26	Peepalkhoont
	3	27	Chhoti Sadri
	4	28	Pratapgarh
	5	29	Arnod
<b>Nagaur</b>	1	30	Ladnu
	2	31	Didwana
	3	32	Jayal
	4	33	Nagaur
	5	34	Kheenvsar
	6	35	Merta
	7	36	Degana
	8	37	Parbatsar
	9	38	Makrana
	10	39	Nawa
	11	40	Mundva
	12	41	Riyabadi
	13	42	Kuchaman city
<b>Pali</b>	1	43	Jaitaran
	2	44	Raipur
	3	45	Sojat
	4	46	Rohat
	5	47	Pali
	6	48	Marwar Junction
	7	49	Desuri

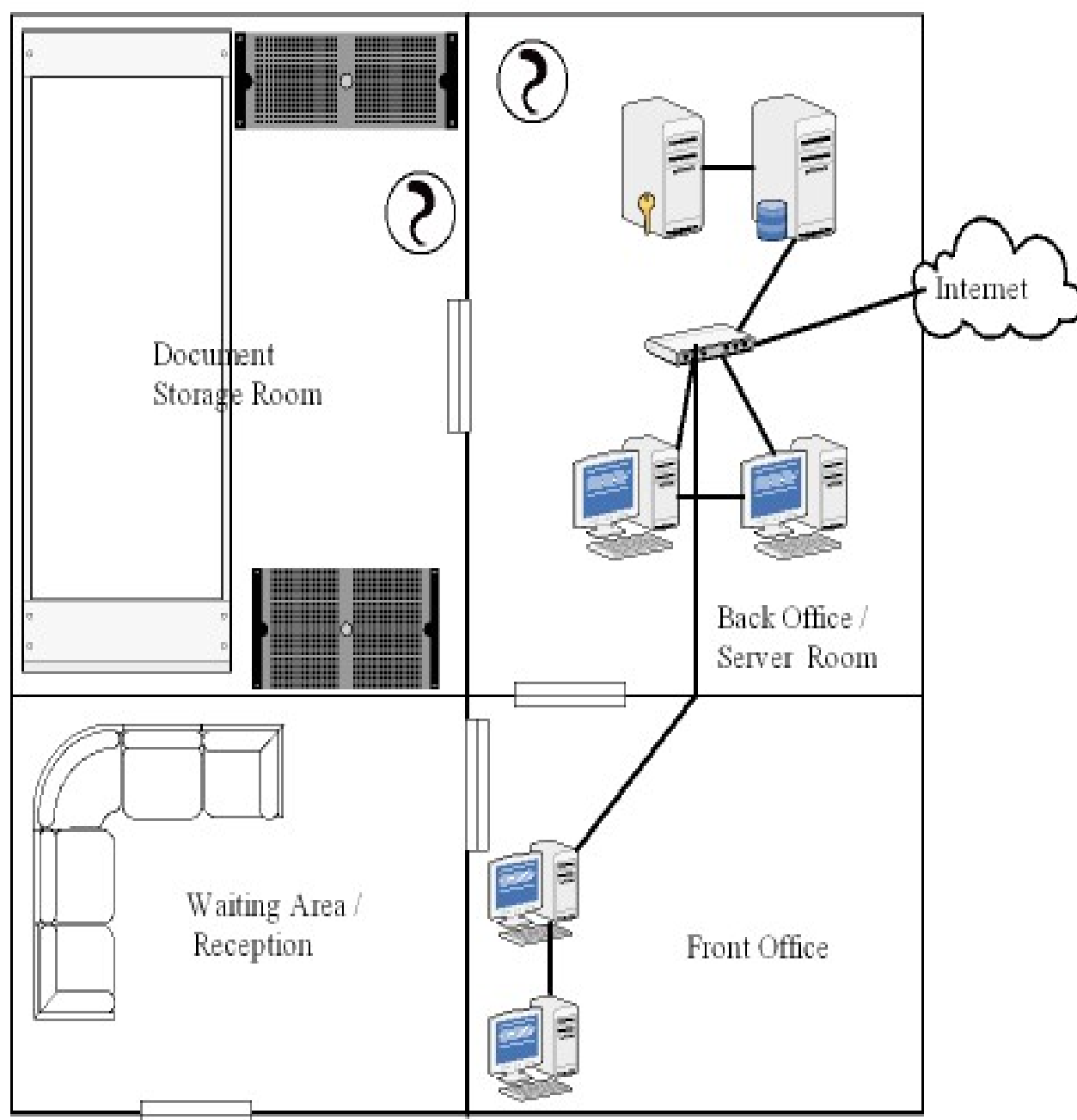
	8	50	Sumerpur
	9	51	Bali
	10	52	Rani
<b>Jhunjhunu</b>	1	53	Jhunjhunu
	2	54	Chirawa
	3	55	Buhana
	4	56	Khetri
	5	57	Nawalgarh
	6	58	Udaipurwati
	7	59	Malsisar
	8	60	Surajgarh
<b>Kota</b>	1	61	Pipalda
	2	62	Digod
	3	63	Ladpura
	4	64	Ramganj Mandi
	5	65	Sangod
	6	66	Kanvas

**Note :- (p) Stand for Partially work has been done in tehsil for Modern Record Room**

**Sample of following Items of Bill-of-Material (which is proposed to be supplied by the firm) are to be exhibited / provided at the time of technical bid opening**

Major Head	S.No.	Sample Item / Particular
Civil Work etc.	1	Vitrified Tile 2' X 2'
	2	Aluminum Sheet 1' X 1'
	3	Glass sheet 1' X 1'
	4	Electrical wire, Switch etc.
Compactors, Racks etc.	1	One Modular Compactor with one side stationery, one middle part and one moving side with handle, lock etc.
	2	Map Cabinet
	3	Slotted Angle Rack
Furniture etc.	1	Administrative Workstation
	2	Standard Workstation for users
	3	Chair
IT Equipment etc.	1	Server Computer
	2	Desktop Computer
	3	Multi-Functional Device / Printer
	4	LAN Cat-6 Wire(5 Meter), I/O Box, 24-port Switch, Rack, Patch Panel and Patch Cords
	5	Bar Code Reader and Printer
	6	Bio-Matrix fingerprint authentication device
	7	External Hard disk
Other Misc.	1	Access Control System
	2	Fire & Smoke Detection System
	3	Pest, Insect, Rate repellent System
	4	Water Dispenser
	5	CCTV Camera & DVR

## Prototype of Modern Record Room for NLRMP



## **Service level agreements**

## **8.1 Service levels expected from Bidders**

Various components and related penalties applicable shall be as follows:

### **8.1.1 Penalty for delay in project execution**

- i. For any delay from Bidder's part in completing the work shall attract a penalty according to applicable rules.
- ii. In case, any deadline is slipped by more than 5 weeks without pre- intimated sufficient reason approved by Board of Revenue for Rajasthan, Ajmer, the contract shall be recommended for termination. Board of Revenue for Rajasthan, Ajmer, and decision on the same shall be final.

### **8.1.2 Returning the existing hardcopy documents in its original condition**

- i. All existing hardcopy documents shall be returned to the department in its original condition after converting the document into digital format. Under no circumstances shall the documents be changed, mutilated, destroyed or replaced by some other documents. Any damages caused to the hard copy documents by the Bidder shall attract minimum penalties as mentioned below:

<b>Sl. No.</b>	<b>Size of document</b>	<b>Minimum Penalty (Rs. per document page)</b>
1	A4	5000/-
2	A3	10000/-
3	A2	15000/-
4	A1	20000/-
5	A0	25000/-

- ii. The above mentioned penalties are minimum penalties and the upper limit shall be decided by Board of Revenue for Rajasthan, Ajmer, as per the severity of the damage and importance of the document.

### **8.1.3 Review and Monitoring system**

For efficient work and monitoring of the project and to ensure the completion of the work in the stipulated time, following procedures shall be adopted:

- i. Monitoring of progress and work execution shall be carried out by the Board of Revenue for Rajasthan, Ajmer and District level Committee.



ii. The Bidder shall provide the project status on a weekly basis to the BOARD OF REVENUE FOR RAJASTHAN, AJMER and District level Committee, highlighting the tasks executed at the allotted location during the period and the work action plan for the next 2 weeks. The Bidder shall also submit a monthly report to the Board of Revenue for Rajasthan, Ajmer.

iii. Board of Revenue for Rajasthan, Ajmer, shall review the work progress and status report submitted by the Bidder and, if necessary, will issue directions to the Bidders to ensure completion of work in a stipulated time frame.

iv. If any delay on part of department authorities in providing a timely response to the Bidder on any query that can have an impact on the completion time, the Bidder must submit in writing to the Board of Revenue for Rajasthan, Ajmer, stating the facts and impact on the project schedule due to this delay. Board of Revenue for Rajasthan, Ajmer, reserves the right to accept/reject the response letter of the Bidder after due consultation Bidder.

**v. Role of Stake Holders and Bidders in the Bid.**

Sl. No	Task	Time Limit	Who is Responsible	
1	L.O.I.		Board of Revenue for Rajasthan, Ajmer,	
2	Sign of Agreement between Board of Revenue for Rajasthan, Ajmer, Office and Bidder	Within 15 days from the date on which the LOI or LOA is dispatched to the Bidder	Board of Revenue for Rajasthan, Ajmer,	Bidder
3	Preparation and Submission of Project Plan for execution at a Location to respective district collector.	Within 10 days from the date on which contract agreement is signed		Bidder
4	Scrutiny and Acceptance From the respective district collector.	Within 10 days from the date of submission	concern district collector	

Sl. No	Task	Time Limit	Who is Responsible	
		by the Bidder		
5	Site Survey and Report Submission to Department	Within 15 Days from the letter from Department		Bidder
6	Successful of (plastering Completion Renovation / re-plastering, flooring, all electrification, all fixtures and color washing)			Bidder
7	Scrutiny and Acceptance Of above from the cocern district collector.		Concern district collector.	
8	Successful Completion of fixing of Modular Compactors And Modular Slotted Angle Racks			Bidder
9	Scrutiny and Acceptance Of above from the concern district collector.		concern district collector.	
10	Successful completion of establishment of all the infrastructure for Systems area, Record Keeping Officer area including LAN, Furniture, UPS and allied infrastructure.			Bidder
11	Scrutiny and Acceptance of above from the Department		concern district collector.	

Sl. No	Task	Time Limit	Who is Responsible	
12	Successful completion of Scanning, Indexing, Bar Code Tagging, and Setting up of hard copies of all records into the compactors and racks as per the series and sequence proposed.	9 Months		Bidder
13	Scrutiny and Acceptance Of above from the cocern district collector.		concern district collector.	
14	Successful completion of data entry			Bidder
15	Scrutiny and Acceptance Of above from the cocern district collector.		concern district collector.	
16	Successful implementation Of Document Management System Software			Bidder
17	Scrutiny and Acceptance Of above from the cocern district collector.		concern district collector.	
18	Successful completion Of training to the department officials			Bidder
19	Scrutiny and Acceptance Of above from the cocern district collector.		concern district collector.	

Sl. No	Task	Time Limit	Who is Responsible	
20	Receipt of Completion Certificate for the Location		concern district collector.	
21	Commencement Of Warranty Services	After acceptance of completion certificate. In case of IT equipment- from the date of installation.		Bidder

#### 8.1.4 Response time on Warranty Services :--

i. During the warranty period, the following penalties shall be applicable:

Sr. No.	Item	Maximum Resolution upon finding a failure/ defect and after intimation by the department	Penalty
1	2	3	4
1	Document Management System	1 day	5,000/- per day in delay mentioned in column 3 or part thereof
2	Server	1 day	5,000/- per day in delay mentioned in column 3 or part thereof
3	Any IT Hardware Component other than Server (Desktops, LAN, Barcode reader/printer etc.)	2 days	1,000/- per day in delay mentioned in column 3 or part thereof

<b>Sr. No.</b>	<b>Item</b>	<b>Maximum Resolution upon finding a failure/ defect and after intimation by the department</b>	<b>Penalty</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
4	Storage systems (Map Cabinets, Compactors, racks and all allied accessories)	7 days	Rs 2,000/- per day in delay mentioned in column 3 or part thereof
5	Any item supplied other than those mentioned in Sr. Nos. 1 to 4	7 days	Rs 2,000/- per day in delay mentioned in column 3 or part thereof

**ii. The warranty type and warranty period shall be as per the section - “Warranty Services”.**

#### **Privacy & Confidentiality**

i Information relating to the examination, evaluation, comparison, and post-qualification of Bids, and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.

ii Any attempt by a Bidder to influence the Procuring Entity in the its examination of qualification, evaluation, comparison of the Bids or Contract award decisions may resulting in the rejection of its Bid, in addition to the legal action which may be taken by the Procuring Entity under the Act and the Rules.

iii from the time of opening the Bid to the time of Contract award, if any Bidder wishes to contact the Procuring Entity on any matter related to the Bidding process, it should do so in

writing.

iv In addition to the restrictions specified in section 49 of the Act, the Procuring Entity, while procuring a subject matter of such nature which requires the procuring Entity to maintain confidentiality, may impose condition for protecting confidentiality of such information.

v Strict privacy and confidentiality is required from the Bidder during the entire course of the project. In no occasion, access to any original/digital/scanned data is to be provided to any external parties or the data in any form is taken out of the department premises without written authorization by Board of Revenue for Rajasthan, Ajmer.

vi The Bidder cannot supply / sell partly or fully any data pertaining to the project in any form to any party for any purpose.

vii For default of the above service conditions, a penalty of minimum Rs.5,00,000/- would be charged. The exact amount of penalty to be charged shall be decided by Board of Revenue for Rajasthan, Ajmer, considering the severity of violation. At any instance of violation, the contract shall be terminated at the risk and cost of the Bidder. The Bidder shall be recommended for blacklisting Criminal offense can also be initiated against the Bidder.

#### **8.1.5 Recovery mode of Penalties from the Bidder**

- i. The penalties during the execution of the project shall be deducted from the payments released to the Bidder.
- ii. The penalties during the warranty period shall be deducted from the payments to the Bidder, if the project is in progress in any other location. If the project has completed at all locations, the penalties shall be deducted from the performance security.

## **Contract Forms**

## Table of Contents

Letter of Acceptance .....	137
Contract Agreement .....	138-139
Performance Security.....	140-141
Performance Security Declaration.....	142-143



## 1. Letter of Acceptance

### Letter of Acceptance

*[on letterhead paper of the Procuring Entity]*

No. . . . . *Dated* . . . . . To: . . .

. . . . . *name and address of the Contractor* . . . . . Subject: . . . . .

. . . *Notification of Award Contract No.* . . . . .

This is to notify you that your Bid dated . . . . *date*. . . for execution of the . . .

. . . . . *name of the contract and identification number, as given in the Contract Data* . . . . . for the Accepted Contract Amount of the equivalent of . . . . . *amount in numbers and words and name of currency* . .

. . . . ., as corrected and modified in negotiations and in accordance with the Instructions to Bidders has been accepted by .... *designation of the Procuring Entity* ..... The date of commencement and completion shall be:

.....

....

You are requested to furnish the Performance Security as per the form detailed in Contract Forms for the same for an amount equivalent to Rupees ..... within ..... days of notification of award valid up to 60 days after the date of expiry of Defects Liability Period and sign the Contract, failing which action as stated in the Instructions to Bidders shall be taken.

Authorized Signature: ..... Name

and Title of Signatory: ..... Designation:

.....

## 2. Contract Agreement

### Contract Agreement

THIS AGREEMENT made the . . . . . day of . . . . ., between . . . . . **name of the Procuring Entity**. . . . . (hereinafter “the Procuring Entity”), of the one part, and . . . . . **name of the Contractor**. . . . . (hereinafter “the Contractor”), of the other part:

WHEREAS the *Procuring Entity* desires that the Works known as . . . . . **name of the Contract**. . . . . should be executed by the Contractor, and has accepted a Bid by the Contractor for the execution and completion of these Works and the remedying of any defects therein, and for which the Contractor has submitted Performance Security for Rupees-----in the form of-----

The Procuring Entity and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.
  - a) the Letter of Acceptance;
  - b) the Letter of Bid;
  - c) the Addenda Number. . . . . **insert addenda numbers if any**. . . . .;
  - d) the Special Conditions of Contract/ Contract Data;
  - e) the General Conditions of Contract;
  - f) the Specifications;
  - g) the Drawings; and
  - h) the completed Schedules.
3. In consideration of the payments to be made by the Procuring Entity to the Contractor as indicated in this Agreement, the Contractor hereby covenants with the Procuring Entity to execute the Works and to remedy defects therein (and maintain the Works for a period of -----) in conformity in all respects with the provisions of the Contract.
4. The Procuring Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein

(and maintain the Works for a period of -----), the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of India and Rajasthan on the day, month and year indicated above.

Signed by .....

for and on behalf of the Governor/ Procuring Entity  
the presence of

Witness, Name, Signature, Address, Date

Signed by.....

for and on behalf the Contractor in  
in the presence of

Witness, Name, Signature,  
Address, Date

### 3 Performance Security

#### Performance Security

.....**Bank's Name, and Address of Issuing Branch or Office** .....

**Beneficiary:** ..... **Name and Address of Procuring Entity** ..... **Date:**

.....

**Performance Guarantee No.:** .....

We have been informed that . . . . . **name of the Contractor**. . . . . (hereinafter called "the Contractor") has entered into Contract No. . . . . **reference number of the Contract**. . . . . dated . . . . . with you, for the execution of . . . . . **name of contract and brief description of Works**. . . . . (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance security is required.

At the request of the Contractor, we . . . . . **name of the Bank**. . . . . hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of Rupees\* ..... **amount in figures** . . . . . (Rupees..... **amount in words**. . . . . ) such sum being payable upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the . . . . . Day of . . . . . \*\*, and any demand for payment under it must be received by us at this office on or before that date.

.....  
**Seal of Bank and Signature(s)**

**Note: All italicized text is for guidance on how to prepare this demand guarantee and shall be deleted from the final document.**

***\* The Guarantor shall insert an amount representing the percentage of the Contract Price specified in the Contract***

***\*\* Insert the date sixty days after the expected completion date.***

***The Procuring Entity should note that in the event of an extension of the time for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Procuring Entity might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Procuring Entity’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”***

#### 4. Performance Security Declaration

##### Form of Performance Security Declaration

Date: \_\_\_\_\_ *[insert date (as day, month and year)]*

Contract Name and No.: \_\_\_\_\_ *[insert name and number of Contract]*

To: *[insert Designation and complete address of Procuring Entity]*

We, the undersigned, declare that:

We understand that, according to your conditions, the Contract must be supported by a Performance Security Declaration as a guarantee to ensure fulfillment of our all performance obligations under the Contract *[insert name of subject matter of procurement]*.

We accept that we will automatically be suspended from being eligible for bidding in any contract with you for the period of time of *[Procuring Entity to indicate here the period of time for which the Procuring Entity will declare a Bidder ineligible to be awarded a Contract if the performance Security Declaration is to be executed.]* starting on the date that we receive a notification from you, the *[Procuring Entity]* that our Performance Security Declaration is executed, if we are in breach of any of our performance obligation under the conditions of the Contract,

We understand this Performance Security Declaration shall expire after 60 days of completion of our all obligations under the Contract including Defect Liability, warranty/ Guarantee, operation, maintenance, etc. in accordance with the conditions of the Contract.

Signed:

*[insert signature of person whose name and capacity are shown]*

In the capacity of:

*[insert legal capacity of person signing the Performance Security Declaration]*

Name:

*[insert complete name of person signing the Performance Security Declaration]* Duly  
authorized to sign the Contract for and on behalf of: \_\_\_\_\_ *[insert  
complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

Corporate Seal

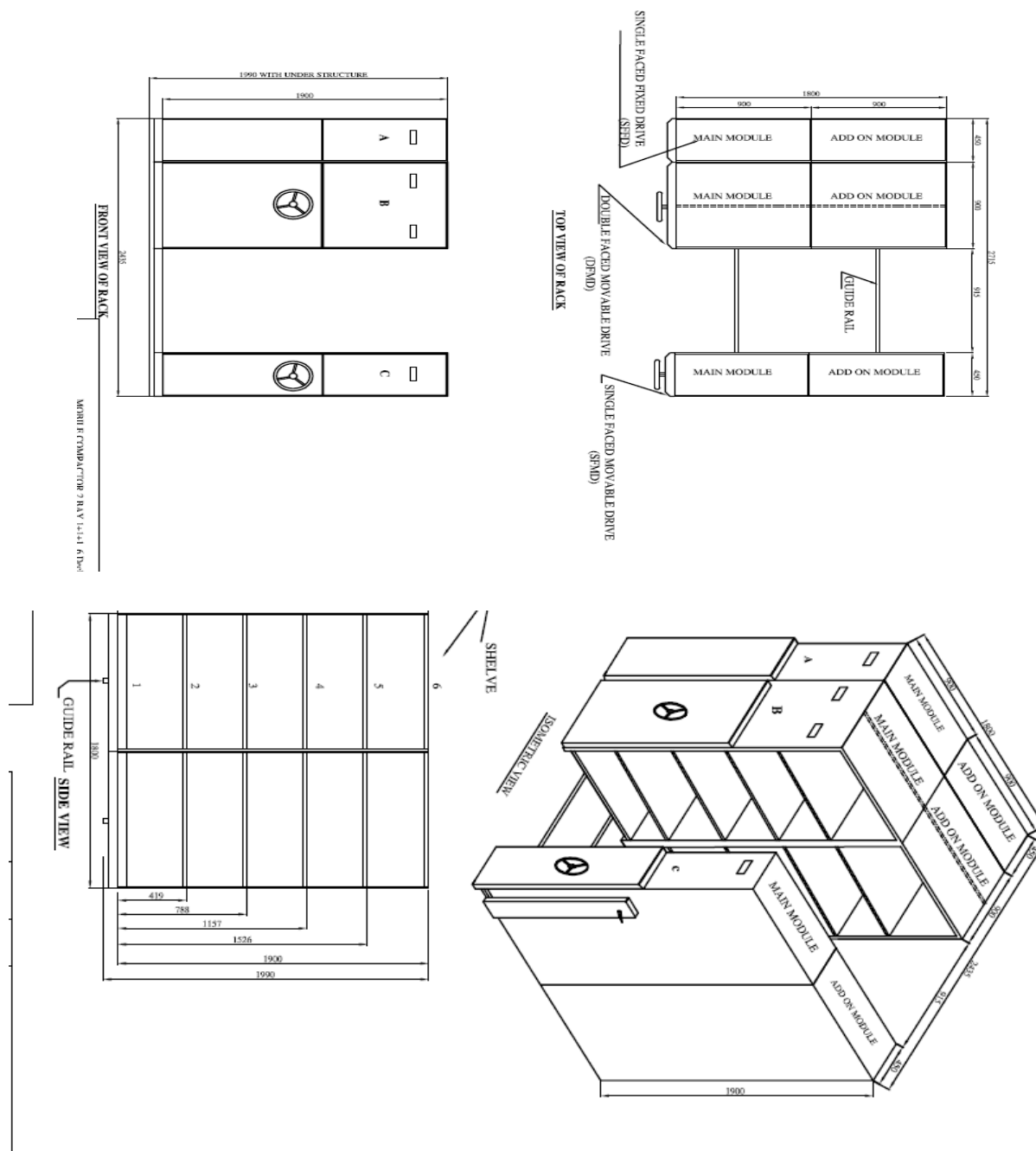
**Reference Drawings  
for Compactors**



# 1 Reference Drawings for Compactors

## 1.1 D2A Specifications

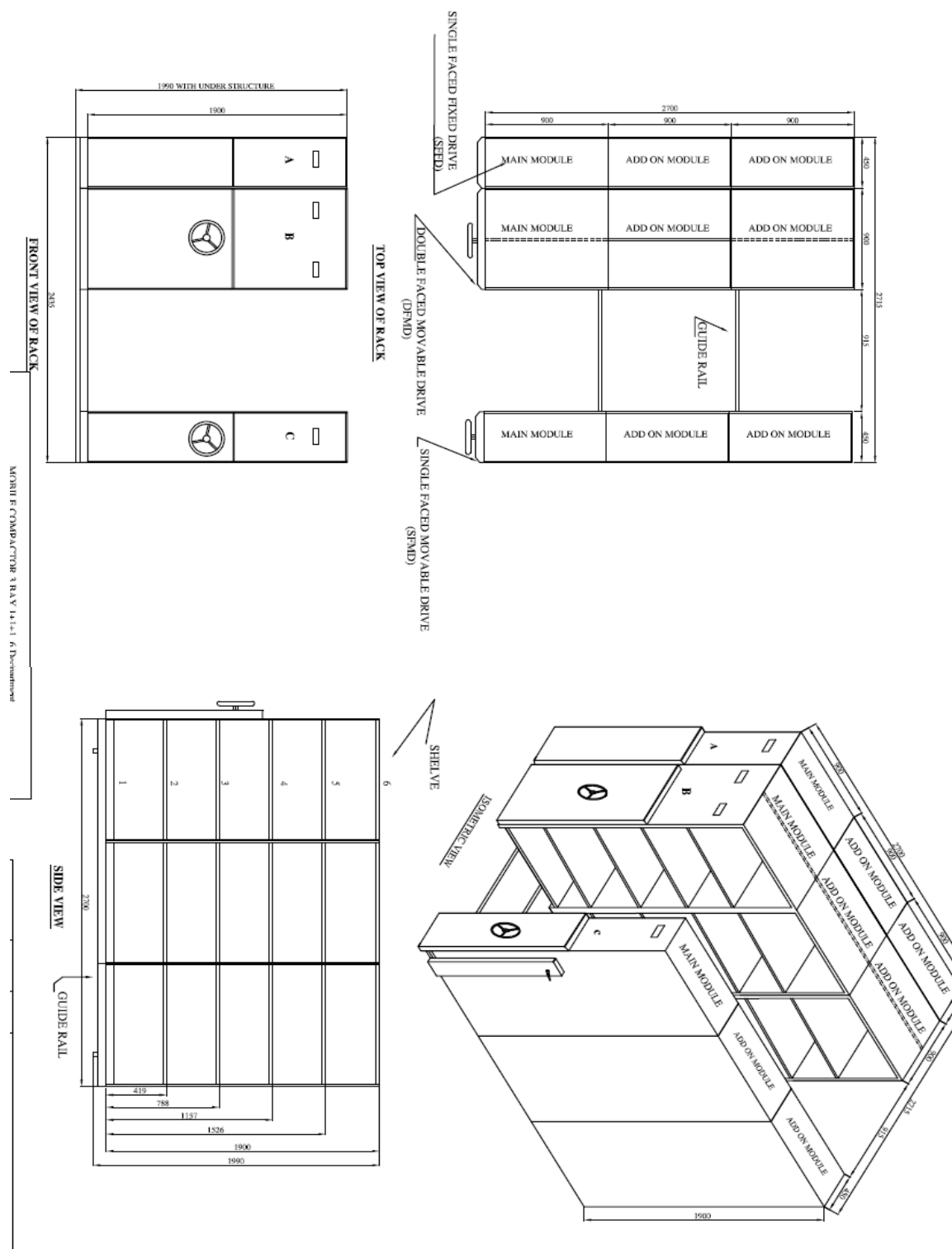
Type of Compactor	SFF UNIT	DFM UNIT	SFM UNIT
<b>TWO BAY</b>	<b>1810 (+/- 20) X 450 (+/-10)</b>	<b>1810 (+/- 20) X 915 (+/-20)</b>	<b>1810 (+/- 20) X 450 (+/-10)</b>



Drawing are Indicative and representation purpose only

## 1.2 D3A Specifications

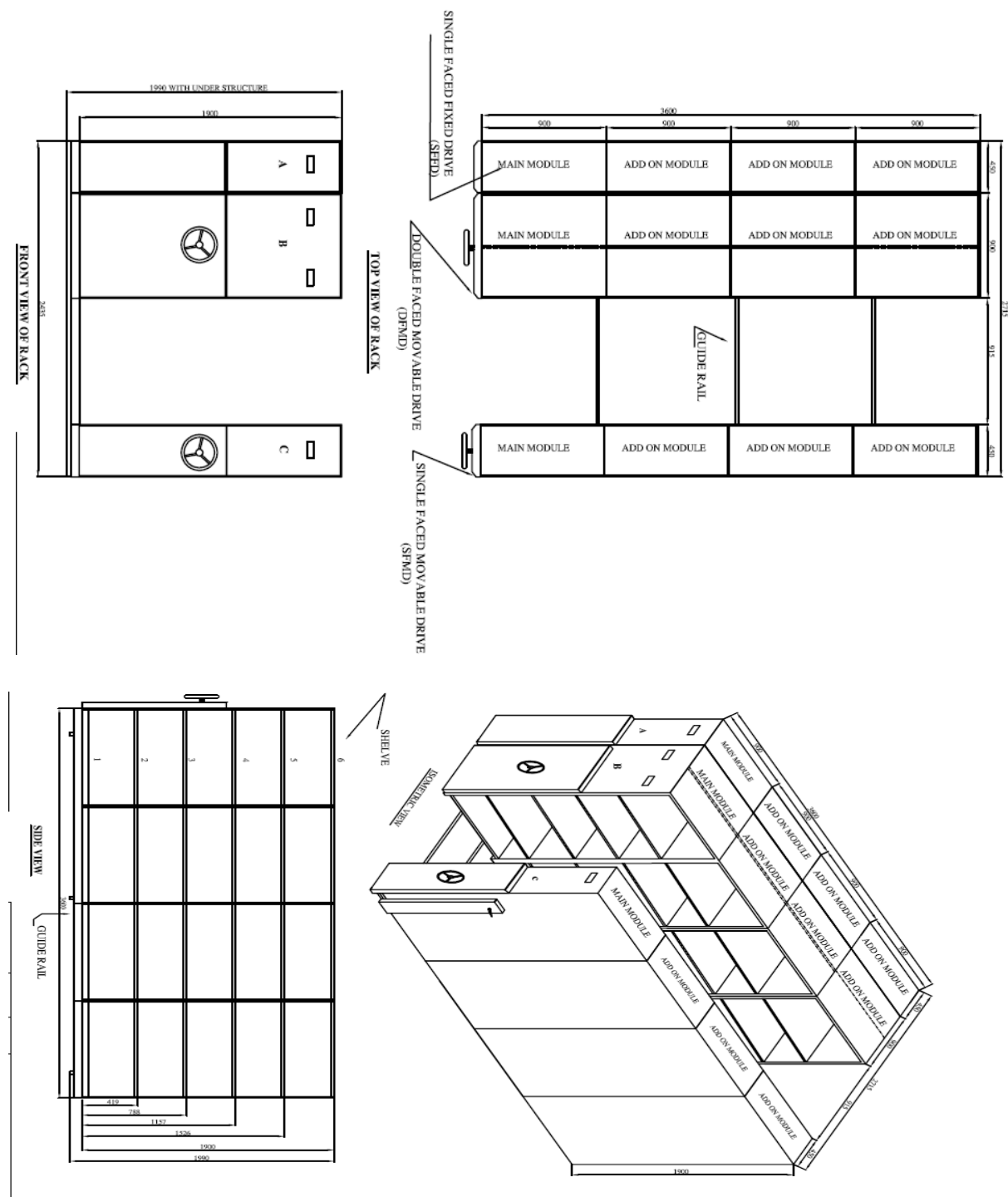
Type of Compactor	SFF UNIT	DFM UNIT	SFM UNIT
	2725 (+/- 20)	2725 (+/- 20)	2725 (+/- 20)
THREE BAY	X 450 (+/-10)	X 900 (+/- 20)	X 450 (+/-10)



Drawing are Indicative and representation purpose only

### 1.3 D4A Specifications

Type of Compactor	SFF UNIT	DFM UNIT	SFM UNIT
FOUR BAY	3640 (+/- 20) X 450 (+/-10)	3640 (+/- 20) X 900 (+/-20)	3640 (+/- 20) X 450 (+/-10)



Drawing are Indicative and representation purpose only

राजस्थान सरकार  
राजस्व मण्डल राजस्थान अजमेर

क्रमांक- BR/LR/NLRMP/F-107/Bid/2015 | 10250

Dt.- 11.8.2015

**Corrigendum**

	Previously Mentioned	To be read as/Clarification/Addition
Page no. 17  Sr.no 5	The Bidder (Prime) should have for the each of the last three consecutive financial years i.e. FY: 2011-2012, FY: 2012-2013 FY: 2013-2014. i. A minimum average turnover over INR 100 Crores for the last 3 years ending 31st March 2014 of previous financial year. ii. Positive Net Worth of at least 50 Crores as on 31st March 2014.	The Bidder (Prime) should have for the each of the last three consecutive financial years i.e. FY: 2012-2013, FY: 2013-2014 FY: 2014-2015. i. A minimum average turnover over INR 100 Crores for the last 3 years ending 31st March 2015 of previous financial year. ii. Positive Net Worth of at least 30 Crores as on 31st March 2015.
Page no. 17  Sr. no. 6	The Bidder (Prime or any of the consortium partner) must have an overall IT related staff strength of at least 200 personnel with prior experience of more than two years on their payroll as on 31st March 2014. Bidder should submit HR head Certificate.	The Bidder (Prime or any of the consortium partner) must have an overall IT related staff strength of at least 200 personnel with prior experience of more than two years on their payroll as on 31st March 2015. Bidder should submit HR head Certificate.
Page no. 17  Sr. no. 7	The Bidder (Prime or Consortium Partner) must have experience of having successfully completed similar work during last 5 years ending last day of month previous to the one in which applications are invited should be either of the following:- i) Three similar work of value not less than Rs 15 Crore each OR ii) Two similar work of value not less than Rs 25 Crore each OR	The Bidder (Prime or Consortium Partner) must have experience of having successfully completed similar work during last 5 years ending last day of month previous to the one in which applications are invited should be either of the following:- i) Three similar work of value not less than Rs 10 Crore each OR ii) Two similar work of value not less than Rs 15 Crore each OR



	<p>ii) One similar work of value not less than Rs 50 Crore  <i>The scope of such project includes infrastructure/Software/System integration/ operational and Maintenance services.</i></p>	<p>ii) One similar work of value not less than Rs 25 Crore  <i>The scope of such project includes infrastructure/Software/System integration/ operational and Maintenance services.</i></p>
<p>Page no. 18  Sr. no. 8</p>	<p>The Bidder (Prime or Consortium Partner) must have experience in successfully completing at least one project for Revenue Department/NLRMP project of similar nature with any state Government in last 5 years as on 31st March 2014.  The project must include at least the following services :</p> <ul style="list-style-type: none"> <li>i) Infrastructure deployment (Servers, Desktop, LAN, Printer, Scanner etc.)</li> <li>ii) Scanning/Digitalization services of at least 50 Lakh pages</li> <li>iii) Application Software development/ customization</li> <li>iv) Maintenance of server/ Data centre</li> <li>v) site preparation and installation of non-IT Infrastructure at least 50 offices.</li> </ul>	<p>The Bidder (Prime or Consortium Partner) must have experience in successfully completing at least one project for Revenue Department/NLRMP project of similar nature with any state Government in last 5 years as on 31st March 2014.  The project must include at least four out of the following services :</p> <ul style="list-style-type: none"> <li>i) Infrastructure deployment (Servers, Desktop, LAN, Printer, Scanner etc.)</li> <li>ii) Scanning/Digitalization services of at least 50 Lakh pages</li> <li>iii) Application Software development/ customization</li> <li>iv) Maintenance of server/ Data centre/IT Infrastructure</li> <li>v) site preparation and installation of non-IT Infrastructure at least 50 offices.</li> </ul>

Page no. 25  17 Evaluation Framework Sr. no. 1	<p>The Bidder (<b>Prime</b>) having average annual turnover for three consecutive financial years (<b>FY: 2011-2012, FY: 2012-2013, FY: 2013- 2014</b>) will be awarded marks as below:</p> <p><math>\geq 400</math> crore = 10 marks</p> <p><math>\geq 300</math> crore but <math>&lt; 400</math> crore = 9 marks</p> <p><math>\geq 200</math> crore but <math>&lt; 300</math> crore = 7 marks</p> <p><math>\geq 100</math> crore but <math>&lt; 200</math> crore = 5 marks</p> <p><math>&lt; 100</math> crore = 0</p>	<p>The Bidder (<b>Prime</b>) having average annual turnover for three consecutive financial years (<b>FY: 2012-2013, FY: 2013-2014, FY: 2014- 2015</b>) will be awarded marks as below:</p> <p><math>\geq 400</math> crore = 10 marks</p> <p><math>\geq 300</math> crore but <math>&lt; 400</math> crore = 9 marks</p> <p><math>\geq 200</math> crore but <math>&lt; 300</math> crore = 7 marks</p> <p><math>\geq 100</math> crore but <math>&lt; 200</math> crore = 5 marks</p> <p><math>&lt; 100</math> crore = 0</p>
Page no. 26  17 Evaluation Framework Sr. no. 2	<p>The Bidder (<b>Prime</b>) will be awarded marks below as per percentage of turnover which is related to <b>IT Services (System integration/IT business)</b> from total Turnover for three consecutive financial years (<b>FY: 2011-2012, FY: 2012-2013, FY: 2013- 2014</b>):</p> <p><math>\geq 70\%</math> = 10 marks</p> <p><math>\geq 60\%</math> but <math>&lt; 70\%</math> = 9 marks</p> <p><math>\geq 50\%</math> but <math>&lt; 60\%</math> = 8 marks</p> <p><math>\geq 40\%</math> but <math>&lt; 50\%</math> = 7 mark</p> <p><math>\geq 30\%</math> but <math>&lt; 40\%</math> = 6 mark</p> <p><math>&lt; 30\%</math> = 0 mark</p>	<p>The Bidder (<b>Prime</b>) will be awarded marks below as per percentage of turnover which is related to <b>IT Services (System integration/IT business)</b> from total Turnover for three consecutive financial years (<b>FY: 2012-2013, FY: 2013-2014, FY: 2014- 2015</b>):</p> <p><math>\geq 70\%</math> = 10 marks</p> <p><math>\geq 60\%</math> but <math>&lt; 70\%</math> = 9 marks</p> <p><math>\geq 50\%</math> but <math>&lt; 60\%</math> = 8 marks</p> <p><math>\geq 40\%</math> but <math>&lt; 50\%</math> = 7 mark</p> <p><math>\geq 30\%</math> but <math>&lt; 40\%</math> = 6 mark</p> <p><math>&lt; 30\%</math> = 0 mark</p>

Page no. 26  17 Evaluation Framework Sr. no. 3	The Bidder ( <b>prime</b> ) having IT professionals (ITPs) with prior experience of more than 2 years in software development/System Integration as on 31st March 2014, will be awarded marks as below >=750 ITPs = 10 marks >=500 ITPs but < 750 ITPs = 8 marks >=200 ITPs but < 500 ITPs = 6 marks <200 = 0 marks	The Bidder ( <b>prime</b> ) having IT professionals (ITPs) with prior experience of more than 2 years in software development/System Integration as on 31st March 2015, will be awarded marks as below >=750 ITPs = 10 marks >=500 ITPs but < 750 ITPs = 8 marks >=200 ITPs but < 500 ITPs = 6 marks <200 = 0 marks
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<p>Page no. 26</p> <p>17 Evaluation Framework</p> <p>Sr. no. 4</p>	<p>The Bidder (<b>Prime or Consortium Partner</b>) with experience of having successfully completed similar work during the last 5 year ending last day of month previous to the one in which applications are invited will be awarded marks as below :-</p> <p>1) Three (3) similar (Turnkey project including infrastructure, software, system integration, maintenance services) completed projects or more, Costing not less than Rs. 15 crore in any government/PSUs in India/Abroad. 5 projects or more = 10 marks 4 projects= 8 marks 3 projects = 6 marks.</p> <p><b>OR</b></p> <p>2) Two (2) similar (Turnkey project including infrastructure, software, system integration, maintenance services) completed projects, costing not less than Rs. 25 crore in any government/PSUs in India/Abroad 4 projects or more = 10 marks 3 projects= 8 marks. 2 project= 6 marks.</p> <p><b>OR</b></p> <p>3) One (1) similar (Turnkey project including infrastructure, software, system integration, maintenance services) completed projects, costing not less than Rs. 50 crore in any government/PSUs in India/Abroad 2 projects or more = 10 marks 1 projects= 8 marks.</p>	<p>The Bidder (<b>Prime or Consortium Partner</b>) with experience of having successfully completed similar work during the last 5 year ending last day of month previous to the one in which applications are invited will be awarded marks as below :-</p> <p>Three (3) similar (Turnkey project including infrastructure, software, system integration, maintenance services) completed projects or more, Costing not less than Rs. 10 crore in any government/PSUs in India/Abroad. 5 projects or more = 10 marks 4 projects= 8 marks 3 projects = 6 marks.</p> <p><b>OR</b></p> <p>Two (2) similar (Turnkey project including infrastructure, software, system integration, maintenance services) completed projects, costing not less than Rs. 15 crore in any government/PSUs in India/Abroad One (1) similar (Turnkey project including infrastructure, software, system integration, maintenance services) completed projects, costing not less than Rs. 25 crore in any government/PSUs in India/Abroad 2 projects or more = 10 marks</p>
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Page no. 27 17 Evaluation Framework Sr. no. 5	<p>The Bidder (Prime or Consortium Partner) must have experience in successfully completing at least one project for Revenue Department / under NLRMP of similar nature with any State Government/Central Government in last 5 years as on 31st March 2014. The project must include at least the following services.</p> <p>i) Infrastructure deployment (Desktop, LAN, Printer, Scanner etc.)</p> <p>ii) Scanning/Digitalization services of at least 50 Lakh pages</p> <p>iii) Application Software development/ DMS</p> <p>iv) Maintenance of server/ Data centre will be awarded marks as below:-</p> <p>No of Projects &gt; 3 projects = 10 marks</p> <p>No of Projects = 2 projects = 8 mark</p> <p>No of Projects = 1 projects = 5 mark</p>	<p>The Bidder (Prime or Consortium Partner) must have experience in successfully completing at least one project for Revenue Department / under NLRMP of similar nature with any State Government/Central Government in last 5 years as on 31st March 2015. The project must include at least the following services.</p> <p>i) Infrastructure deployment (Desktop, LAN, Printer, Scanner etc.)</p> <p>ii) Scanning/Digitalization services of at least 50 Lakh pages</p> <p>iii) Application Software development/ DMS</p> <p>iv) Maintenance of server/ Data centre will be awarded marks as below:-</p> <p>No of Projects &gt;= 3 projects = 10 marks</p> <p>No of Projects = 2 projects = 8 mark</p> <p>No of Projects = 1 projects = 5 mark</p>
Page no. 27 17 Evaluation Framework Sr. no. 6	<p>The Bidder (Prime or Consortium Partner) must have experience in Scanning / Digitization with any State Government/Central Government in last 5 years as on 31st march 2014.</p> <p>More than 1Crore Pages : 10 marks</p> <p>80 Lakhs - 1 Crore Pages : 8 marks</p> <p>50 Lakhs - 80 Lakhs Pages : 5 marks</p>	<p>The Bidder (Prime or Consortium Partner) must have experience in Scanning / Digitization with any State Government/Central Government in last 5 years as on 31st march 2015.</p> <p>More than 1Crore Pages : 10 marks</p> <p>80 Lakhs - 1 Crore Pages : 8 marks</p> <p>50 Lakhs - 80 Lakhs Pages : 5 marks</p>

Page no. 27  17 Evaluation Framework Sr. no. 7	CMMi Level 3 and ISO 9001:2008 ( 6 marks) CMMi Level 5, ISO 27001:2005 and ISO 9001:2008 (10 marks)	CMMi Level 3 and ISO 9001:2008 ( 3 marks) CMMi Level 5, ISO 27001:2005 and ISO 9001:2008 (5 marks)
Page no. 105  Sr. no. 3	1.17 All-in-one B/W Laser Printer cum Scanner (MFP) A3 Size  First Page out less than 6 seconds	First Page out less than 8 seconds.  The printer should have USB and Network Port Interface
	Document Management System	The DMS Should have provisions for offline operations at tehsil level and centralized operations (If Data Base is deployed at State Data Center



Page no. 89  1.03 Plastic False Ceiling  Sr. no. 1	<b>Plastic false ceiling using aluminum. Tee/Angle</b>  Providing and fixing of suspended false ceiling in the grid of 600 x 600 mm / 600 x 600 to 900 x 900 mm using aluminum tees with interlock system of main tee, cross tee and wall angel ( size of tee and angle approx. 25 mm x 25 mm x 0.5 mm or equivalent) etc. complete with G.I. adjustable suspends skeleton. Ceiling tiles made from multi chamber hollow PVC section having an over all cross section of using 200 x 20 x 1 mm section	<b>Gypsum false ceiling using aluminum. Tee/Angle</b>  Providing and fixing of suspended false ceiling in the grid of 600 x 600 mm / 600 x 600 to 900 x 900 mm using aluminum tees with interlock system of main tee, cross tee and wall angel ( size of tee and angle approx. 25 mm x 25 mm x 0.5 mm or equivalent) etc. complete with G.I. adjustable suspends skeleton. Ceiling tiles made from gypsum board having minimum technical specifications as :  Diaminsions : 600n mm x 600 mm  Thickness : 12 mm min
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**Note:-**

1. In addition to payment clause in terms and conditions section 80% payment shall be made for each stage as per stages given in Execution Frame Work. Remaining 20% payment shall be made based on Response time on warranty services clause mentioned in the BID document over the period of total service contract in equated installment, after deducting penalties, if any
2. The payment shall be made within 60 days from the date of submission of the bill of a particular stage along with QC / Verification Certificate from the concerned authority. However, this period may increase due to unforeseen reasons, if any and the same shall be communicated to the Bidder.



(Bhoj Kumar)

Dy. Registrar (LR)

Board Of Revenue for Rajasthan

Ajmer